



STUDENT/PARENT COMPLAINT LEVEL THREE APPEAL NOTICE

To appeal a LEVEL TWO decision or the lack of a timely response after a LEVEL TWO conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within **TEN DAYS** as established in board policy FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL), with any exceptions outlined therein.

PARENT NAME: _____

STUDENT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

CAMPUS: _____

1. IF YOU WILL BE REPRESENTED IN PRESENTING YOUR APPEAL, PLEASE IDENTIFY THE PERSON REPRESENTING YOU.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

2. WHO HELD THE LEVEL TWO CONFERENCE? _____

DATE OF CONFERENCE: _____

DATE YOU RECEIVED A RESPONSE TO LEVEL TWO CONFERENCE: _____

3. PLEASE EXPLAIN SPECIFICALLY HOW YOU DISAGREE WITH THE LEVEL TWO OUTCOME:



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4. DO YOU WANT THE BOARD TO HEAR THIS APPEAL IN OPEN SESSION? YES NO
*IF SO, THE BOARD WILL CONSIDER YOUR REQUEST; HOWEVER, YOU MAY NOT HAVE
A LEGAL RIGHT UNDER THE TEXAS OPEN MEETINGS ACT TO REQUIRE A MEETING IN
OPEN SESSION.*
5. PLEASE ATTACH A COPY OF YOUR ORIGINAL LEVEL ONE COMPLAINT AND ANY
DOCUMENTATION SUBMITTED AT LEVEL ONE AND A COPY OF YOUR LEVEL TWO
APPEAL NOTICE.
6. ATTACH A COPY OF THE LEVEL TWO RESPONSE BEING APPEALED, IF APPLICABLE.

SIGNATURE OF COMPLAINANT _____

SIGNATURE OF COMPLAINANT'S REPRESENTATIVE _____

DATE OF FILING _____

COMPLAINANT, PLEASE NOTE:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.