

STUDENT/PARENT COMPLAINT FORM - LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the appropriate administrator within the time established in FNG(LOCAL). All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number _____

Campus _____

1. If you will be represented in voicing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone number _____

2. Please describe the decision or circumstances causing your complaint (give specific factual details).

3. What was the date of the decision or circumstances causing your complaint? _____

4. Please explain how you have been harmed by this decision or circumstance. _____

5. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts. _____

6. With whom did you communicate? _____ On what date? _____

7. Please describe the outcome or remedy you seek for this complaint. _____

Student or parent signature _____

Signature of student's or parent's representative _____

Date of filing _____

Complainant, please note: A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint. Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

NOTICE OF COMPLAINT AT LEVEL TWO

This form must be filled out completely by a student or parent appealing a Level One decision, or the lack of a timely response after a Level One conference, to the Superintendent or designee, in accordance with FNG(LOCAL) or any exceptions outlined therein.

1. Name _____

2. Campus _____

3. Address _____

4. Home telephone _____

5. To whom did you last present your complaint? _____

Date of conference _____

6. If you will be represented by a parent or other adult in pursuing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone number _____

7. Please state the date of the event or series of events causing your complaint. _____

8. Please state your complaint, including the individual harm alleged. _____

Please state specific facts that support your complaint (list in detail). _____

10. Please state the remedy you seek for this complaint. _____

11. Attach a copy of the Level One decision being appealed, if applicable. Student or parent signature

Signature Date _____ Parent

NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

This form must be filled out completely by a student or parent appealing a Level Two decision, or the lack of a timely response after a Level Two conference, to the Board, in accordance with FNG(LOCAL) or any exceptions outlined therein.

1. Name _____

2. Campus _____

3. Address _____

4. Home telephone _____

5. To whom did you last present this complaint? _____

Date of conference _____

6. If you will be represented by a parent or other adult in pursuing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone _____

7. Attach a copy of your original Level Two complaint.

8. Attach copies of the Level One and Level Two decisions, if applicable.

Student or parent signature _____

Date submitted _____