

## NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

**Note:** Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

This form must be filled out completely by a student/parent appealing a Level Two formal complaint decision, or the lack of a timely response after a Level Two conference. The completed form may be submitted by hand delivery, fax, or U.S. mail to the General Counsel, in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_

1. To whom did you present your appeal at Level Two? \_\_\_\_\_

2. Date of the Level Two conference: \_\_\_\_\_

3. Date you received a response to the Level Two conference: \_\_\_\_\_

4. Please explain how you disagree with the outcome at Level Two:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you want the Board to hear this appeal in open session? \_\_\_\_\_

Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Representation will be by telephone conference call.

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Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

*Attach a copy of your original complaint and any documentation submitted at Level One and Level Two. The scope of the grievance and/or the relief sought may not change after the Level One conference.*

*Attach a copy of the Level Two response being appealed, if applicable.*

*A complaint form that is incomplete may be dismissed but may be resubmitted when all required information is completed if the resubmission is within the designated time for filing a complaint.*

Parent/Guardian Signature:	Date:
Signature of Representative, if applicable:	Date:

**FOR OFFICE USE ONLY**

Date and Time Received:	Case Number:
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