

TAHOKA I.S.D.
COMPLAINT FORM: LEVEL TWO APPEAL NOTICE
Board Policy FNG(LEGAL)

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

1. Name of person filing complaint: _____

Name of student for whom appeal is made (if applicable): _____

Address: _____

Home Phone # _____ Other Phone # _____

Campus/Department _____ Grade Level _____

2. Complaint is being made against: _____

Level Two complaints should be submitted to the Superintendent or the Superintendent's designee within ten days after receipt of a Level One response or, if no response was received, within ten days of the response deadline at Level One. The Superintendent or designee will hold a conference with the parent/student within ten days after this appeal notice is filed. At the conference, the Superintendent or designee will consider only the issues and documents presented at Level One and identified in this Level Two appeal notice as well as any documents developed in his or her investigation of the complaint. The Superintendent or designee will have ten days following the conference to provide a written response.

3. To whom did you submit your Level One complaint appeal? _____

4. Date of conference on Level One appeal _____

5. Date received a response to the Level One appeal _____

6. Please explain how you disagree with the outcome of the Level One appeal:

7. Additional statements or information provided regarding this appeal:

8. If you will be represented in pursuing your appeal, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (____) _____

