STUDENT/PARENT COMPLAINT FORM — LEVEL ONE

Note: Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, 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.

1. Name: ________________________________________________________________

2. Address: ______________________________________________________________

   Telephone number: _______________________________________________________

   E-mail address: _________________________________________________________

3. Campus: _______________________________________________________________

4. If you will be represented in presenting your complaint, please identify the person representing you.

   Name: ________________________________________________________________

   Address: ______________________________________________________________

   Telephone number: _______________________________________________________

   E-mail address: _________________________________________________________

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

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

   _______________________________________________________________________

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

   ________________________________
7. Please explain how you have been harmed by this decision or circumstance.

_____________________________________________________________________
_____________________________________________________________________

8. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

9. 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 refileing 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.