PORT NECHES-GROVES INDEPENDENT SCHOOL DISTRICT

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.

1. Name _____

2. Address _____

_____

Telephone number (___)_____

3. Campus _____

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

Name _____

Address _____

_____

Telephone number (___)_____

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.

_____

_____

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

_____

_____

_____

With whom did you communicate? _____

On what date? _____

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 refiling 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.