

Documentation
Level 1 Complaint Form

For Office Staff Only

Received by:
Date received:

This form must be filled out completely by a student or parent filing a Level 1 complaint with the campus principal, in accordance with FNG Board Policy. Please attach any documents that you would like considered during the conference. The filing must be received by the principal **within 15 school days** of learning about the event or problem or receiving a response from an informal process.

Student Name: _____ Campus: _____

Parent Name: _____ Date: _____

Phone Number(s): _____ Email: _____

(Please complete all information requested below for an attempted informal resolution.)

Section 1: Efforts to informally resolve the concern

With whom: _____ Date: _____

Describe the event:

State request made to staff member:

Response from staff member:

Documentation
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Section 2: Harm and relief requested

Please explain how you or the student has been allegedly harmed by this situation.

If an informal conference was held, please explain why you do not feel the proper relief was given.

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

Section 3: Attendees to Level One

If you will be bringing counsel, please give the following information:

Name: _____ Relationship to Student: _____

Phone number: _____ Email: _____

Please attach any pertinent documentation that you would like considered.

Student or parent signature

Date

Retention: Resolution or dismissal of complaint + 2 years.

Date of Destruction: _____

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