

To appeal a LEVEL TWO decision or the lack of a timely response after a LEVEL TWO conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within **TEN DAYS** as established in board policy FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL), with any exceptions outlined therein.

PARENT NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL \_\_\_\_\_

CAMPUS: \_\_\_\_\_

1. IF YOU WILL BE REPRESENTED IN PRESENTING YOUR APPEAL, PLEASE IDENTIFY THE PERSON REPRESENTING YOU.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

2. WHO HELD THE LEVEL TWO CONFERENCE? \_\_\_\_\_

DATE OF CONFERENCE: \_\_\_\_\_

DATE YOU RECEIVED A RESPONSE TO LEVEL TWO CONFERENCE: \_\_\_\_\_

3. PLEASE EXPLAIN SPECIFICALLY HOW YOU DISAGREE WITH THE LEVEL TWO OUTCOME:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



4. DO YOU WANT THE BOARD TO HEAR THIS APPEAL IN OPEN SESSION?      YES      NO  
*IF SO, THE BOARD WILL CONSIDER YOUR REQUEST; HOWEVER, YOU MAY NOT HAVE A LEGAL RIGHT UNDER THE TEXAS OPEN MEETINGS ACT TO REQUIRE A MEETING IN OPEN SESSION.*
5. PLEASE ATTACH A COPY OF YOUR ORIGINAL LEVEL ONE COMPLAINT AND ANY DOCUMENTATION SUBMITTED AT LEVEL ONE AND A COPY OF YOUR LEVEL TWO APPEAL NOTICE.
6. ATTACH A COPY OF THE LEVEL TWO RESPONSE BEING APPEALED, IF APPLICABLE.

SIGNATURE OF COMPLAINANT \_\_\_\_\_

SIGNATURE OF COMPLAINANT'S REPRESENTATIVE \_\_\_\_\_

DATE OF FILING \_\_\_\_\_

**COMPLAINANT, PLEASE NOTE:**

A complaint or appeal 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 or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.