

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 **15 DAYS**. All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

COMPLAINANT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL _____

CAMPUS: _____

1. IF YOU WILL BE REPRESENTED IN PRESENTING YOUR COMPLAINT, 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 refileing 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.