

## Student/Parent Complaint — Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and, within the time established in FNG(LOCAL), submit it by hand delivery, fax, e-mail, or U.S. mail as follows:

**Office of Policy and Legal Affairs**  
**2425 East Main Street**  
**League City, TX 77573**  
**Fax: 281-284-9900**  
**E-mail: [LegalAffairs@ccisd.net](mailto:LegalAffairs@ccisd.net)**

Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint unless the complaint is resolved before reaching the Board. [See GKA]

*(Please print.)*

1. Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Campus: \_\_\_\_\_

4. If you will be represented in presenting your appeal, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

5. Who held the Level One conference? \_\_\_\_\_  
Date of conference: \_\_\_\_\_  
Date you received a response to the Level One conference: \_\_\_\_\_
6. Please explain specifically how you disagree with the outcome at Level One.  
\_\_\_\_\_  
\_\_\_\_\_
7. Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent. In order to meet informally with the Level Two administrator within the next ten District business days, do you agree to extend by ten District business days the deadline for holding the formal Level Two conference?  
\_\_\_\_\_  
\_\_\_\_\_
8. Please describe the **outcome** or **remedy** you seek.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Attach a copy of the Level One response being appealed, if applicable.

Student/Parent signature: \_\_\_\_\_

Signature of Student/Parent's representative: \_\_\_\_\_

Date of filing: \_\_\_\_\_

*Complainant, please note:*

*If you are initiating a formal complaint with the District, please use the Exhibit A – Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.*

*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.*