

## Public Complaint — Level One Form

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**Note:** Please use this form to file a formal, initial complaint in accordance with GF(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

This form is required to initiate any public complaint, regardless of the level at which the complaint begins.

A complaint form that is incomplete in any material way may be refiled with the District upon completion if the refileing is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if available when you submit this form, documents may be presented no later than the Level One conference unless you did not know the documents existed before the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

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To file a formal complaint, please fill out this form completely and, within the time established in GF(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)**

All complaints will be heard in accordance with GF(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 is resolved before reaching the Board. [See GKA]

*(Please print.)*

1. Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

3. Position: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

4. If you will be represented in presenting your complaint, 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. 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.

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and with whom did you communicate in your efforts at informal resolution?

\_\_\_\_\_

9. Informal resolution is encouraged but does not extend any deadlines in GF(LOCAL), except by mutual written consent. In order to meet informally with the Level One 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 One conference?

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10. Please describe the **outcome** or **remedy** you seek.

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Complainant signature: \_\_\_\_\_

Signature of Complainant'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.*