



# Willis Independent School District

612 N. Campbell Street • Willis, TX 77378 • 936-856-1200



## LEVEL TWO APPEAL NOTICE - Student/Parent Complaint Form

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 submit it by hand delivery, fax or U.S mail to the Superintendent or designee within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

2. Complainant Name \_\_\_\_\_

3. Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

4. Campus \_\_\_\_\_

5. If you will be represented in voicing your complaint, please identify the person representing you.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

6. To whom did you present you complaint at Level One? \_\_\_\_\_

Date of conference \_\_\_\_\_

Date you received a response to the Level One conference \_\_\_\_\_

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7. Please explain specifically how you disagree with the outcome at Level One.

8. Attach a copy of your original complaint and any other documentation submitted at Level One.

9. Attach a copy of the Level One response being appealed, if applicable.

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Student or Parent Name (Printed)

Student or Parent Signature

Date

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Student or Parent Representative (Printed)

Student or Parent Representative Signature

Date

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