



### Student/Parent Complaint Form: Level One

To file a formal complaint, please fill out this form completely and submit it by hand delivery or email to Human Capital Coordinator, [Victoria.henderson@manorisd.net](mailto:Victoria.henderson@manorisd.net), within the time established in FNG (LOCAL). All complaints will be processed and heard in accordance with NG (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name \_\_\_\_\_
2. Student's name (if applicable) \_\_\_\_\_ Campus/Dept. \_\_\_\_\_
3. Address (street, city and zip code) \_\_\_\_\_  
\_\_\_\_\_
4. Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_
5. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. To whom did you present your informal complaint? \_\_\_\_\_  
Date of conference \_\_\_\_\_
7. Please state the date of the event or series of events causing the complaint.  
\_\_\_\_\_
8. Please state your complaint, including the individual harm alleged, facts and witnesses, if any, to support your complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Please state the remedy of action you seek for this complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If you will be represented by another party in pursuing your complaint, please identify the person representing you.

Name of representative \_\_\_\_\_

Organization's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Parent signature \_\_\_\_\_ Date submitted \_\_\_\_\_

Date complaint received by campus/dept. \_\_\_\_\_

Receiving person at campus/dept. \_\_\_\_\_

*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 documents are 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.*