



# Administrative Regulations

South San Antonio Independent School District

G – Public Complaints	<b>GF</b>
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Level Two Grievance Form - 2023	

## PUBLIC COMPLAINT FORM — LEVEL TWO APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two 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 GF(LOCAL). Appeals will be heard in accordance with GF (LEGAL) and (LOCAL) or any exceptions outlined therein.

- Name \_\_\_\_\_
- Address \_\_\_\_\_  
Telephone number (    ) \_\_\_\_\_ Email \_\_\_\_\_
- Student \_\_\_\_\_ Parent \_\_\_\_\_ Department/Campus \_\_\_\_\_
- If you will be represented in voicing your complaint, please identify the person representing you.  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number (    ) \_\_\_\_\_ Email \_\_\_\_\_
- To whom did you present your complaint in Level One?  
Date of Hearing? \_\_\_\_\_  
Date you received a response to the Level One Hearing? \_\_\_\_\_
- Please explain specifically why you disagree with the outcome at Level One.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Attach a copy of your original complaint and any documentation submitted at Level One.
- Attach a copy of the Level One response being appealed, if applicable.

Student or Parent’s signature \_\_\_\_\_ Date of Filing \_\_\_\_\_

Signature of representative \_\_\_\_\_