



# Administrative Regulations

South San Antonio Independent School District

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

### PUBLIC COMPLAINT FORM — LEVEL THREE 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 \_\_\_\_\_
- Position \_\_\_\_\_ 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 Two?  
Date of Hearing? \_\_\_\_\_  
Date you received a response to the Level Two Hearing? \_\_\_\_\_
- Please explain specifically why you disagree with the outcome at Level Two?  
\_\_\_\_\_  
\_\_\_\_\_
- Do you want the Board to hear this appeal in open session? \_\_\_\_\_  
Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.
- 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.

Signature \_\_\_\_\_ Date of Filing \_\_\_\_\_

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