



MANOR INDEPENDENT SCHOOL DISTRICT STUDENT/PARENT GRIEVANCE FORM

Level Two

To file a formal complaint, please fill out this form completely and submit it by hand delivery OR by electronic communication, to **Human Resources, Risk Management Coordinator, Shayna Santiago-Molinar** by email: Shayna.Molinar@manorisd.net within the time established in DGBA (LOCAL). All complaints will be processed and heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein. Please note, one form must be completed per student.

Parent/Student General Information

Student's First Name	
Student's Last Name	
Campus/School Name	
Student's Home Address Full Address, State, Zip	
Parent/ Guardian's First and Last Name	
Campus	
To whom did you present your complaint at Level One ? (Share Full Name, Title and Department)	
Date of Level One Conference?	
Date you received a response to the Level One Complaint/Grievance?	

- **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**

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

Representative - First and Last Name	
Representative - Affiliated Organization or Firm	
Representative - Address of Affiliated Organization or Firm	
Email Address - Representative	
Representative - Phone Number	

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information 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 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.

Parent/Guardian Signature:

Date:

FOR MANOR ISD HUMAN RESOURCES OFFICE USE ONLY

Received By: _____

Date Received: _____

Signature: _____

Position: _____