



# MANOR INDEPENDENT SCHOOL DISTRICT STUDENT/PARENT GRIEVANCE FORM

## Level Three

To file a formal complaint, please fill out this form completely and submit it by electronic communication, in to **Human Resources, Risk Management Coordinator, Shayna Santiago-Molinar by email:** [Shayna.Molinar@manorisd.net](mailto: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.

### 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 compliant at Level Two? (Share Full Name, Title and Department)	
Date of Level Two Conference?	
Date you received a response to the Level Two Complaint/Grievance?	

- Attach a copy of your original complaint and any documentation submitted at Level Two
  - Attach a copy of the Level Two response being appealed, if applicable
  - Would you like the Board of Trustees to hear this appeal in open session?      **YES**       **NO**
- Please note, the Board will consider your request; However, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.*

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

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

A grievance form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint. Attach to this form any documents you believe will support the complaint. Please keep a copy of the completed form and any supporting documentation for your records.

Parent/Guardian Signature:

Date:

### FOR MANOR ISD OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Initials: \_\_\_\_\_