

PUBLIC COMPLAINTS

GF
(EXHIBIT)

The forms on the following pages are provided to assist the District in processing public complaints:

[Exhibit A:](#) Public Complaint Form - Level One – 2 pages

[Exhibit B:](#) Level Two Appeal Notice – 2 pages

[Exhibit C:](#) Level Three Appeal Notice – 2 pages

Exhibit A—Public Complaint Form—Level One

Note: Informal resolution is encouraged but does not extend any deadlines in GF(LOCAL), except by mutual written consent. Please use this form to file a formal, initial complaint in accordance with GF(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

To file a formal complaint, please fill out this form completely and submit it by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail to the appropriate administrator within the time established in GF(LOCAL). All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written response, or if no response was received, within ten days of the response deadline. Please note that all timelines will be strictly enforced.

A person filing a complaint regarding refusal of entry to, or ejection from, property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Please describe the decision or circumstances causing your complaint (*give specific factual details*).

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

Please describe the outcome or remedy you seek for this complaint.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use this Exhibit A–Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

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 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.

Exhibit B—Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference as outlined in Board Policy GF(LOCAL), please fill out this form completely and submit it by hand-delivery, by electronic communication, including email and fax, or by 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. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written response, or if no response was received, within ten days of the response deadline. Please note that all timelines will be strictly enforced.

A person filing a complaint regarding refusal of entry to, or ejection from, property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level One conference? _____

Date of conference: _____

Date of response to the Level One conference: _____

Please explain specifically how you disagree with the outcome at Level One.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One.
2. Attach a copy of the Level One response being appealed, if applicable.

Complainant's signature:

Signature of complainant's representative:

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form at Exhibit A. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal 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 or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit C—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, by electronic communication, including email and fax, or by 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. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written response, or if no response was received, within ten days of the response deadline. Please note that all timelines will be strictly enforced.

A person filing a complaint regarding refusal of entry to, or ejection from, property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level Two conference? _____

Date of conference: _____

Date of response to the Level Two conference: _____

Please explain specifically how you disagree with the outcome at Level Two.

Do you want the Board to hear this appeal in open session?

- No
 Yes

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If yes, 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.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
2. Attach a copy of the Level Two response being appealed, if applicable.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form at Exhibit A. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal 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 or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.