



MAGNOLIA INDEPENDENT SCHOOL
DISTRICT
P.O. BOX 88
MAGNOLIA, TX 77353

P 281.356.3571
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LEVEL TWO APPEAL NOTICE

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

1. Name _____

2. Address _____

Telephone _____

Email _____

3. Campus / Department _____

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

Name _____

Address _____

Telephone _____

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

Employee Signature_____

Signature of Employee's Representative_____

Date of Filing_____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.

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