



LEVEL FOUR APPEAL NOTICE

To appeal a Level Three decision, or the lack of a timely response after a Level Three conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

E-mail address: _____

3. Campus: _____

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

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

5. Who held the Level Three conference? _____

Date of conference: _____

Date you received a response to the Level Three conference: _____

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

7. Do you want the Board to hear this appeal in open session? Yes No
If so, 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.

8. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two & Three appeal notice.

9. Attach a copy of the Level Three response being appealed, if applicable.

Student or parent signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

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.