

WESLACO INDEPENDENT SCHOOL DISTRICT

STUDENT/PARENT COMPLAINT FORM POLICY FNG - LEVEL ONE

A student or parent who has a complaint shall request a conference with the principal within 90 calendar days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within ten calendar business days of the request. The principal shall have twenty (20) calendar days following the conference in which to respond. Complaints under this policy shall be submitted in writing on this form as indicated in Local Policy FNG.

COMPLETE THE FOLLOWING INFORMATION.

1. Name: _____

2. Address: _____

3. Telephone: _____

4. Assignment/ Campus (if applicable): _____

5. Provide the following information:

a. The date and time of incident and a description of the event or series of events for the complaint:

b. Nature of complaint:

c. Specific facts to support your complaint. You are also encouraged to attach any documentation you believe relevant to the complaint:

d. Specific remedy sought by the complainant:

e. Name, address, and telephone number of representative, if applicable:

(Signature of Representative/Complainant/Parent)

Date

(Received by)

Date