

# WESLACO INDEPENDENT SCHOOL DISTRICT

## PUBLIC COMPLAINT FORM POLICY GF - LEVEL ONE

A citizen who has a complaint shall request a conference with the appropriate administrator within 15 business days of the time the complainant knew, or should have known, of the event or series of events causing the complaint. The administrator/principal shall hold a conference with the complainant within ten calendar days of the request. The administrator/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 GF.

### COMPLETE THE FOLLOWING INFORMATION.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Provide the following information:

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

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b. Nature of complaint:

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

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d. Specific remedy sought by the complainant:

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

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\_\_\_\_\_  
(Signature of Representative/Complainant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Received by)

\_\_\_\_\_  
Date