LEVEL THREE APPEAL NOTICE
TO BOARD OF TRUSTEES

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, 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. **Please be advised that you will not be allowed to present any new evidence at the Level Three hearing, unless such evidence is presented at the Level One conference. You will have ten (10) minutes to present your grievance at the Board meeting.**

1. Name_____
2. Address_____

   Telephone number( )_____
3. Position _____ Campus/Department_____
4. If you will be represented in voicing your appeal, please identify the person representing you.

   Name_____

   Address_____

   _____

   Telephone number ( )_____
5. To whom did you present your appeal at Level Two? _____

   Date of Conference _____

   Date you received a response to the Level Two conference _____
6. Please explain specifically how you disagree with the outcome at Level Two.

   _____

   _____
7. Do you want the Board to hear this appeal in open session? _____
   Please be advised that the Texas Open Meetings Act may prevent the Board from granting a request for open session if the grievance involves a complaint against a District employee.
8. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
9. Attach a copy of the Level Two response being appealed, if applicable.

_____ _____

Employee Signature Signature of employee's representative

Date of Filing _____