

Level II Public Complaint Grievance Appeal

To file an appeal of a Level I decision in accordance with Board Policy GF (LEGAL and LOCAL). Please complete this form in its entirety and submit it via email to Grievances@chisd.net, in person, or by standard mail to:

Human Resources Department, 285 Uptown Blvd., Building 300, Cedar Hill, TX 75104.

All formal complaints and grievances will be processed in accordance with GF (LEGAL and LOCAL).

Date of Filing: _____

Name: _____

Position: _____

Campus/ Department: _____

Phone Number: _____ Email Address: _____

1. List the date of the Level I Conference Meeting. _____
2. State the name of the Level I Hearing Officer. _____
3. List the date of the Level I written response/decision letter. _____
4. Explain specifically why you disagree or are not satisfied with the outcome of the Level I Conference.

_____
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_____

5. Attach a copy of the original complaint and documents submitted in the Level I Complaint /Grievance.

6. Attach a copy of the Level I Response/Decision being appealed.

Signature: _____