

Level II Parent / Student Complaint GrievanceAppeal Notice

To file an appeal of a Level I decision in accordance with Board Policy FNG (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 FNG (LEGAL and LOCAL).

Date of Filing:_____

Parent Name: _____

Student Name: _____ Grade Level: _____

Address: _____

Phone Number: _____ Email Address: _____

Campus: _____ Campus Principal: _____

1. Level I Conference Meeting: _____

2. Name of the Level I Hearing Officer: _____

3. 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.

_____
_____
_____
_____
_____

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.

Student/ Parent Signature: _____