



Level III Parent / Student Complaint Grievance Appeal Notice

To file an appeal of a Level II 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: _____

Name of Representative (if applicable) _____

Name of Legal Firm: _____

Legal Firm Address: _____

Legal Firm Phone # _____

1. Date of the Level II Hearing Meeting: _____

2. Level II Hearing Officer: _____

3. Date of the Level II written response/decision letter: _____

4. Explain specifically why you disagree or are not satisfied with the outcome of the Level II decision.

5. Do you request the CHISD Board of Education to hear your appeal in Open Session? ***Yes or No*** If yes, the Board will consider your request, however you may not have a legal right under the Texas Open Meetings Act to require a meeting in Open Session.

6. Attach a copy of the following:

1. The Level I Complaint/Grievance and submitted documentation
2. The Level I Response/ Decision
3. The Level II Complaint/Grievance and submitted documentation
4. The Level II Response/Decision

Parent or Student Signature _____