# Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

***(Please print.)***

Name:

Address:

Telephone number:

Email address:

Campus:

If you will represented in presenting your appeal, please identify the person representing.

Name:

Address:

Telephone number:

Email address:

Who held the Level One conference?

Date of conference:

Date you received a response to the Level One conference:

Please explain specifically how you disagree with the outcome at Level One.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One.
2. Attach a copy of the Level One response being appealed, if applicable.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

*Complainant, please note:*

*If you are initiating a formal complaint with the District, please use the Exhibit A Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.*

*A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.*

*Please keep a copy of the completed form and any supporting documentation for your records.*