EXHIBIT C

Student/Parent/Guardian Informal Mediation - Level Two

Please fill out this form completely and submit it to GrievanceSupport@pisd.edu within the time established in FNG (LOCAL). In addition, this form may be mailed or submitted to the Legal Service Department, Plano ISD Administration Building, 2700 W 15th Street, Plano, TX 75075. This request for informal mediation will be processed in accordance with Board Policy FNG (LEGAL) and FNG (LOCAL), as applicable.

SECTION I - Grievant Information

Parent/Guardian: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Email Address: _____
Student Name/ID#: _____
Campus: _____

SECTION II - Representation

If you will be represented during the informal mediation process, identify your representative below.

Name: _____
Address: _____
Telephone: _____
Email: _____

SECTION III - Requested Relief

Provide a list of all requested relief that would resolve your grievance.

☐ I understand that participation in informal mediation is voluntary and that, if mediation is unsuccessful, I may proceed with a Level Three appeal within the timelines established by Board Policy FNG (LOCAL).

☐ I understand that mediation efforts and requested relief must comply with Board policies, procedures, and the law.

☐ I understand the informal mediation process is focused on solutions, not the factual issues in dispute.

SECTION IV - Signatures and Certification

☐ I have attached copies of any communications or documents related to efforts to resolve the grievance (emails, letters, notes, etc.).

☐ I certify that this request for informal mediation concerns issues raised during the Level One grievance and Level Two appeal and that the information provided is true and accurate to the best of my knowledge.

By signing below, I voluntarily request informal mediation to resolve this grievance before filing a Level Three appeal. I understand that participation in informal mediation does not guarantee resolution and that, if mediation is unsuccessful, I may continue the grievance process in accordance with Board Policy FNG (LOCAL).

Grievant Signature:

_____

Representative Signature (if applicable):

_____

Grievant, please note:

Informal mediation is voluntary and provides an opportunity to attempt resolution before filing a Level Three appeal. If you elect to participate in informal mediation, the timelines for filing a Level Three appeal will be handled in accordance with Board Policy FNG (LOCAL). If the grievance is resolved through informal mediation, it will be considered resolved and withdrawn. If the grievance is not resolved, you may proceed with a Level Three appeal in accordance with the timelines established by Board Policy FNG (LOCAL). Please keep a copy of this completed form and any supporting documentation for your records.

FOR DISTRICT USE ONLY:

Date of filing: _____

Complete for Processing: _____

Method of filing: _____

Name of person receiving filing: _____