EXHIBIT E

Student/Parent/Guardian Informal Mediation - Level Three

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 Services 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 grievance 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 Four appeal within the timelines established by Board Policy FNG (LOCAL).
- ☐ I understand that mediation efforts and requested relief must be in compliance with Board policies, procedures and law.
- ☐ I understand the informal mediation process is focused on solutions, not the factual issues in dispute.

SECTION VI - Signatures and Certification

- ☐ I have attached copies of any communication or documents related to efforts in resolving the grievance (emails, letters, notes, etc.)
- ☐ I certify that this request for informal mediation concerns issues raised during the Level One grievance and the Level Two and Level Three appeals and that the information provided is true and accurate to the best of my knowledge.

By signing below, I voluntarily request informal mediation in an effort 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 Four appeal. If you elect to participate in informal mediation, the timelines for filing a Level Four 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 Four 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: _____