

Exhibit B — Response to Level One Complaint

(date)

(complainant's name)

(complainant's address)

(complainant's email)

Dear _____:

Having considered the complaint at the Level One conference on _____
(date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following choices.]

For the following reasons, I am unable to provide the remedy you seek:

OR

I will take the following actions to grant the remedy you seek for your complaint:

OR

For the following reasons, I am unable to provide the full remedy you seek for your complaint:

I will take the following actions to provide a partial remedy:

The following documents support this decision:

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(EXHIBIT)-B

*(signature of supervisor, principal, or other
appropriate administrator)*

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in DGBA(LOCAL). The necessary appeal forms are available on the District's website at _____ *(insert URL)*. If you have any questions, please contact _____ *(insert position title)*.