EXHIBIT A

Student/Parent/Guardian Grievance Form Level One

To file a formal grievance, complete and submit this form to GrievanceSupport@pisd.edu within the timeline established by Board Policy FNG (LOCAL). Forms may also be submitted to the Plano ISD Legal Services Department, 2700 W. 15th Street, Plano, TX 75075. Grievances will be handled in accordance with Board Policy FNG (LEGAL) and FNG (LOCAL).

Purpose

The District's grievance process is designed to address alleged violations of law, Board policy, District procedure, or District decisions or actions.

The grievant is responsible for providing sufficient facts and any available supporting documentation or other evidence in support of the grievance. Grievances that are incomplete, unclear, unsupported by sufficient facts, untimely, or do not identify a specific concern and requested remedy may be returned for clarification or dismissed in accordance with District policy.

The grievance process is intended to resolve issues properly raised through a formal grievance regarding District actions or decisions. It is not a forum for general complaints, political advocacy, public debate, personal attacks, or matters outside the District's authority, and must be focused specifically on your student.

SECTION I - Grievant Information

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

SECTION II - Grievance Resolution Efforts

Before filing a formal grievance, concerns should be addressed at the lowest appropriate administrative level whenever possible, unless otherwise permitted by Board policy.

Individual(s) Contacted Prior to Filing Formal Grievance
Name: _____
Position: _____
Date Contacted: _____

Informal Resolution Efforts

Describe all efforts made to resolve the complaint prior to filing this grievance.

Attachments

Attach copies of all communications and documents related to your efforts to resolve the complaint.

- ☐ Emails
- ☐ Letters
- ☐ Meeting Notes/Summaries
- ☐ Other

SECTION III - Summary of Specific Issue Being Challenged

Required Grievance Summary

Briefly identify the specific District action, decision, policy, procedure, or conduct being challenged. Note: You will have an opportunity to enter specific details and facts in the following sections.

Date of Action, Decision, or Incident

Individual(s) Involved (If Known)

Name: _____	Name: _____
Position: _____	Position: _____
Campus/Dept: _____	Campus/Dept: _____

If you would like to provide additional names, please attach the information to this form.

SECTION IV - Statement of Facts

Provide facts you know and identify the source of information when applicable.

Requirements:

- Include dates, times, locations, and participants whenever possible.
- Clearly distinguish facts from opinions.
- Reference supporting documents where applicable.
- State specific issues.
- Attach additional pages if necessary.

SECTION V - Requested Relief

Identify the specific action you are requesting the District take. Requested Relief:

Plano ISD cannot approve any request that would violate federal law, state law, or board policy. For example, termination of a contract employee is governed by Chapter 21 of the Texas Education Code. Similarly, monetary compensation for a private purpose is prohibited by the Texas Constitution.

SECTION VI - Policy or Procedure Allegedly Violated

Identify the specific Board Policy, Administrative Regulation or District Procedure you believe was violated.

Policy/Regulation/Procedure:

Explain:

If unknown, explain specifically why you believe District action was improper.

SECTION VII - Supporting Evidence

Provide any documentation or any other relevant information that may assist the district in investigating the matter.

Issue Raised	Supporting Evidence

SECTION VII - Representation

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

Name: _____

Address: _____

Telephone: _____

Email: _____

SECTION VIII - Good Faith Filing Certification

By signing below, I certify:

- ☐ This grievance is filed in good faith.
- ☐ I have fully completed and reviewed all the information submitted.
- ☐ The information provided is true and accurate to the best of my knowledge.
- ☐ The grievance is not being filed solely for the purposes of harassment, retaliation, intimidation, generating publicity, political advocacy, disrupting District operations, or making personal attacks, but to seek resolution on a matter related to my student.
- ☐ I have attached all documentation currently available to support my grievance to the extent known or accessible to me.

By signing below, I certify that this grievance concerns issues directly related to my individual student and is not filed on behalf of other students or a group of students.

Proper Use of the Grievance Process

The grievance process is intended to address concerns and seek resolution of issues covered by Board policy. It may not be used for harassment, retaliation, intimidation or abuse of the grievance process.

Grievant Signature: _____

Date: _____

DISTRICT REVIEW CHECKLIST

District Use Only

- ☐ Grievance timely filed: _____
- ☐ Correct form used.
- ☐ Grievant identified
- ☐ Informal resolution attempted _____
- ☐ Specific issue identified
- ☐ Requested relief identified
- ☐ Supporting facts provided
- ☐ Supporting documentation attached
- ☐ Complete for processing: _____

☐ Returned for clarification: _____
☐ Dismissed pursuant to policy: _____

Reviewer: _____
Date: _____
