# KILGORE INDEPENDENT SCHOOL DISTRICT
# LEVEL TWO APPEAL NOTICE

To appeal a Level Two decision, or the lack of timely response after a Level Two 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 DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

**Name**_____

**Address**_____

**Telephone number** (_____)_____ **Email address**_____

**Department/campus**_____

If you will be represented in pursuing your appeal, please identify the individual or organization representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

❒ Representation will be by telephone conference call.

**Please note**: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

_____

Telephone: _____

Email address: _____

Who held the Level Two conference? _____

Date of conference _____

Date you received a response to the Level Two conference _____

Please explain specifically how you disagree with the outcome at Level Two:

TASB HR SERVICES

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Do you want the Board to hear this appeal in open session? ❒ Yes ❒ No

If yes, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

Attach a copy of the Level Two response being appealed, if applicable.

_____
Employee signature

_____
Signature of employee's representative

_____
Date of filing

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