

Table of Contents

[Exhibit A — Public Complaint Form — Level One](#)

[Exhibit B — Level Two Appeal Notice](#)

[Exhibit C — Level Three Appeal Notice](#)

Exhibit A — Public Complaint Form — Level One

Note: Informal resolution is encouraged but does not extend any deadlines in GF(LOCAL), except by mutual written consent. Please use this form to file a formal, initial complaint in accordance with GF(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

This form is required to initiate any public complaint, regardless of the level at which the complaint begins.

A complaint form that is incomplete in any material way may be refiled with the District upon completion if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, documents may be presented no later than the Level One conference unless you did not know the documents existed before the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in GF(LOCAL). All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

PUBLIC COMPLAINTS

GF
(EXHIBIT)

Please describe the decision or circumstances causing your complaint (*give specific factual details*).

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

Please describe the outcome or remedy you seek for this complaint.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Exhibit C — Level Two Appeal Notice

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

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level One conference? _____

Date of conference: _____

Date you received a response to the Level One conference: _____

Please explain specifically how you disagree with the outcome at Level One.

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

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Exhibit E — Level Three Appeal Notice

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

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See GKA]

(Please print.)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

If you will be represented in presenting your appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

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.

PUBLIC COMPLAINTS

GF
(EXHIBIT)

Do you want the Board to hear this appeal in open session?

- ☐ No
☐ Yes

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.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Exhibit F — Board's Response to Level Three Appeal

(date)

(complainant's name)

(complainant's address)

(complainant's email)

Dear _____:

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on _____ (date):

[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following choices.]

We have denied the appeal and have upheld the decision made by the Superintendent (or designee) at Level Two.

OR

We have granted the appeal and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

OR

We have partially denied and partially granted the appeal and have instructed the Superintendent as follows:

Sincerely,

_____, President of the Board of Trustees

_____ School District