

EXHIBIT B

STUDENT / PARENT COMPLAINT FORM—LEVEL ONE

Any student or parent who wishes to file a complaint in accordance with the provisions of FNG(LOCAL) must complete this form and submit it by hand-delivery, fax, or U.S. Mail to the campus principal prior to or at the Level One conference. All complaints must be processed in accordance with Board policy FNG(LEGAL) and (LOCAL).

1. Student's name: _____
Parent's/Guardian's name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime telephone: _____
2. Campus: _____ Grade level: _____
3. Are you alleging a violation or misapplication of a specific Board policy, parental right described in Chapter 26 of the Texas Education Code [see FNG(LEGAL)], state law and/or regulation, and/or federal law and/or regulation? Yes No
4. If a Board policy, parental right, law, and/or regulation does apply, which policy, law, or regulation applies?

5. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts:

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

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

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts:

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

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

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

Name: _____

Address: _____

Telephone number: _____

Please note: Failure of the student or parent to provide adequate notice if an attorney will attend the conference, if scheduled, may result in the need to reschedule the conference so that the District administrator can have equal representation.

Student's signature: _____ Date: _____

Parent's/Guardian's signature: _____ Date: _____

Signature of representative, if applicable: _____ Date: _____

Please note: A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refile is within the designated time for filing a complaint.

Please attach to this form any documents you believe will support the complaint; if unavailable when you submit the complaint, the documents may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

FOR OFFICE USE ONLY

Date and time received: