

EXHIBIT C

NOTICE OF APPEAL AT LEVEL TWO

This form must be filled out completely by a student or parent appealing a Level One formal complaint decision or the lack of a timely response after a Level One conference. The completed form may be submitted by hand-delivery, fax, or U.S. Mail to the assistant superintendent for instruction in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein. A student or parent may not present a formal complaint to the Board until all administrative remedies (appeal processes) have been exhausted.

1. Student's name: _____
Parent's/Guardian's name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime telephone: _____
2. Campus: _____ Grade Level: _____
3. To whom did you present your complaint at Level One? _____
4. Date of Level One conference: _____
5. Date you received a response to the Level One conference: _____
6. Please explain specifically how you disagree with the outcome at Level One:

7. Please attach a copy of your original complaint and any documentation submitted at Level One.
8. Please attach a copy of the Level One response being appealed, if applicable.
9. 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: _____

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

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 refiling 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: