

EXHIBIT D

NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

This form must be filled out completely by a student or parent appealing a Level Two formal complaint decision or the lack of a timely response after a Level Two 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.

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 appeal at Level Two? \_\_\_\_\_
4. Date of Level Two conference: \_\_\_\_\_
5. Date you received a response to the Level Two conference: \_\_\_\_\_
6. Please explain specifically how you disagree with the outcome at Level Two:  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you want the Board to hear this appeal in open session?     Yes     No  
Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.
8. Please attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
9. Please attach a copy of the Level Two response being appealed, if applicable.
10. If you will be represented in presenting your appeal, please identify the person representing you:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(EXHIBIT)

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 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.

<b>FOR OFFICE USE ONLY</b>
Date and time received: