

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 **TEN DAYS** as established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

PARENT NAME: _____
STUDENT NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL: _____
CAMPUS: _____

1. IF YOU WILL BE REPRESENTED IN PRESENTING YOUR COMPLAINT, PLEASE IDENTIFY THE PERSON REPRESENTING YOU.

NAME _____
ADDRESS _____
PHONE _____
EMAIL _____

2. WHO HELD THE LEVEL ONE CONFERENCE? _____

DATE OF CONFERENCE _____

DID YOU RECEIVE A RESPONSE TO THE LEVEL ONE CONFERENCE? _____

3. PLEASE EXPLAIN SPECIFICALLY HOW YOU DISAGREE WITH THE LEVEL ONE OUTCOME.

4. PLEASE ATTACH A COPY OF YOUR ORIGINAL LEVEL ONE COMPLAINT AND ANY DOCUMENTATION SUBMITTED AT LEVEL ONE.
5. PLEASE ATTACH A COPY OF THE LEVEL ONE RESPONSE BEING APPEALED, IF APPLICABLE.

SIGNATURE OF COMPLAINANT _____

SIGNATURE OF COMPLAINANT'S REPRESENTATIVE _____

DATE OF FILING _____

COMPLAINANT, 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 or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.