

COMPLAINT FORM – LEVEL I

Any person filing a complaint must fill out this form completely and **submit it to the campus principal**. All complaints will be processed in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Student Name _____ Campus _____

Mailing Address _____

Phone Number _____

Please state the date of the event of series of events causing the complaint:

Please state your complaint, including the individual harm alleged:

Please state specific facts of which you are aware to support your complaint (list in detail):

Please state the remedy you seek for this complaint:

Signature of Complainant

Date submitted

*** Complainant will be given a 30 minute uninterrupted time limit to present their Level I complaint to campus administration.**

NOTICE OF APPEAL TO LEVEL II

Any person appealing a Level I decision to the Superintendent or designee must fill out this form completely in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Student Name _____ Campus _____

Mailing Address _____

Phone Number _____

To whom did you last present your complaint? _____

Date of Conference: _____

Attach a copy of the original complaint and, if applicable, a copy of the Level I decision being appealed.

Please state the remedy you seek for this complaint:

Signature of Complainant

Date submitted

*** Complainant will be given a 30 minute uninterrupted time limit to present their Level II complaint to district-level administration.**