



Burleson I.S.D. Level One Student and Parent Complaints/Grievances Form

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the principal within the time established in the policy. Appeals will be heard in accordance with FNG (Local) and (Legal).

Parent(s)/Guardian(s) Name: _____

Student's Name: _____

Address: _____

Telephone Number: _____

Campus: _____

If you will be represented in voicing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone Number: _____

Please describe the decision or circumstances causing your complaint (give specific factual details).

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

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

Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts. With whom did you communicate? On What date?

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

Parent(s)/Guardian(s)Signature:_____

Signature of representative (if applicable):_____

Date of Filing:_____

Please note: A complaint form that is incomplete in any material way may be dismissed, but may be reactivated with all the required information supplied, as long as the reactivation date is within the designated time for filing a complaint.

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