



Burleson I.S.D. Level Two 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/appeal, please identify the person representing you.

Name: _____

Address: _____

Telephone Number: _____

To whom did you present your complaint at Level One? _____

Date of conference: _____

Date you received a response to the Level One conference: _____

Please explain specifically how you disagree with the outcome at Level One.

Attach a copy of your original complaint and any documentation submitted at Level One.

Attach a copy of the Level One response being appealed, if applicable.

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

Signature of representative (if any): _____

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.