

BURLESON ISD
LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____

Campus: _____ E-mail address: _____

If you will be represented in presenting your appeal, please identify the person representing you:

Name: _____

Address: _____

Telephone number: (_____) _____

E-mail address: _____

To Whom did you present your appeal at Level Two? _____

Date of conference: _____

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

Please explain specifically how you disagree with the outcome at Level Two:

Do you want the Board to hear this appeal in open session? _____

If so, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

Attach a copy of your original Level One complaint and any documentation submitted at the Level One and a copy of your Level Two appeal notice.

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

Student or Parent signature

Signature of student or parent's representative

Date of filing

Complainant, please note:

A complaint or appeal 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 keep a copy of the completed form and any supporting documentation for your records.