

# STUDENT / PARENT APPEAL FORM – LEVEL ONE

HEREFORD ISD SCHOOL BOARD POLICY - FNG

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax or U.S. mail to the appropriate administrator within the time established in FNG (LOCAL). All complaints will be heard in accordance with FNG (LEGAL and LOCAL) or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone numbers \_\_\_\_\_

4. Campus \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone numbers \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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9. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

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With whom did you communicate? \_\_\_\_\_

On what date? \_\_\_\_\_

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

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Student or parent signature \_\_\_\_\_

Signature of the student's or parent's representative \_\_\_\_\_

Date of filing \_\_\_\_\_

***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.***

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