



# VICTORIA PUBLIC SCHOOLS PARENT COMPLAINT FORM

The goal of the Victoria ISD is to attempt to resolve concerns and conflicts on the level nearest the concern. You are encouraged to discuss your concerns with the person who can best address them. However, if those efforts do not produce results that are satisfactory to you, a formal complaint process is available. This form is provided as a tool to help you in formulating your complaint under provisions of Board Policy FNG (LOCAL). Some specific complaints are governed by other policies such as allegations of discrimination, disciplinary actions, etc. For a listing of those special policies, please refer to FNG (LOCAL). The complaint process includes a specific timeline. *For a formal complaint to be considered, this document must be filed within 15 days of the date the student or parent first knew of the decision or action that gave rise to the complaint.* For assistance with completing this form, or to submit it, please contact the VISD Office of Administration at 361-788-9330.

Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone number where you can be reached: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
Is this a concern regarding a student? (*Indicate yes or no*) \_\_\_\_\_ An employee? \_\_\_\_\_  
Name and campus/department of the student or employee \_\_\_\_\_

Have you spoken with any district employee regarding this concern? \_\_\_\_\_ If yes, please provide the name of the person and when you spoke to him/her. \_\_\_\_\_  
Concern or complaint in detail: (*Attach additional pages, if needed. Additional documentation in support of your complaint may also be attached.*)

What are you requesting be done that would resolve your complaint or concern?

Signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint form received by \_\_\_\_\_ Date \_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_\_\_

Disposition:

Level I: (Campus Level)	Level II: (Central Office Level)	Level III: (Board Level)

Communication of disposition:

Contact made on (date) \_\_\_\_\_ by (means of communication) \_\_\_\_\_

Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

The Victoria Independent School District does not discriminate against any person on the basis of race, color, national origin, gender, religion, sex, sexual orientation, disability, age or any other basis prohibited by law for admission, treatment, or participation in its educational programs, services and activities, or employment.

El distrito escolar independiente de Victoria no discrimina contra ninguna persona por motivos de raza, color, origen nacional, sexo, religión, sexo, orientación sexual, discapacidad, edad o cualquier otra razón prohibida por la ley para la admisión, tratamiento, o la participación en los programas educativos, servicios y actividades, o empleo.