



## COMPLAINT FORM – LEVEL THREE

To appeal a Level Two decision or the lack of a 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 FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL) with any exceptions outlined therein. Copies of these policies are available in the District office and on the District website at <http://www.bbpbschools.net>.

PARENT NAME: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

To whom did you present your complaint 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:

---

---

---

---

---



Please describe the outcome or remedy you seek for this complaint. (Same as presented in the Level One form):

---

---

---

---

---

Do you want the Board to hear this appeal in open session?       YES    NO

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

***Please attach a copy of your original complaint and any documentation submitted at Level One. Also attach a copy of the Level Two appeal notice and the Level Two response.***

Parent Signature: \_\_\_\_\_

If you will be represented by someone other than yourself, please identify the person representing you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of filing: \_\_\_\_\_ Date received by District: \_\_\_\_\_

Please ensure you have completed this form entirely before submitting. Forms lacking complete information may not be able to be addressed within the timeline constraints. Any additional evidence or information may be attached to this form.

All evidence may be presented no later than the Level One conference. Please keep a copy of this completed form and any supporting documentation for your records.