

Date Received

JIM HOGG COUNTY INDEPENDENT SCHOOL DISTRICT

Exhibit C STUDENT/PARENT COMPLAINT FORM

FNG (LEGAL) & (LOCAL)

Level One Student/Parent Complaint Form

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

Grievant's information (All information is required) PLEASE PRINT

<u>Name</u>		
<u>Address</u>	<u>City/State</u>	<u>E-mail</u>
<u>Phone</u>		

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

<input type="checkbox"/> Legal Counsel <input type="checkbox"/> Representative	<u>Name/Organization</u>
<u>Address</u>	<u>City/State</u>
<u>Phone</u>	<u>E-mail</u>

1. Please describe the decision or circumstances causing your complaint (give specific details, continue on reverse side if necessary).

2. What was the date of the decision or circumstance causing your complaint: _____

3. Please explain in detail the following:

- a. How you have been harmed by this decision or circumstance:

b. The District policy/policies violated, misinterpreted, or misapplied:

4. What efforts have you made to resolve your complaint informally and the response to your efforts?

5. With whom did you communicate? _____

6. On what date? _____

7. If you are making complaints or charges against any specific individuals, please identify each of those individuals by name and title:

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

Grievant/Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the required information if the re-filing 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 not later than the Level One Conference. Please keep a copy of the completed form and any supporting documentation for your records. Please be advised that you will not be allowed to present any new evidence at a future appeal hearing, unless such evidence is presented at the Level One Conference. You will have ten (10) minutes to present your grievance.

Grievant's Signature

Date of Filing

Signature of Grievant's representative

Date

Superintendent's signature/Designee

Date Received