

PUBLIC LEVEL TWO APPEAL NOTICE

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

1. Name: _____

2. Address: _____

Telephone number: _____

E-mail address: _____

3. Campus: _____

4. Who held the Level One Conference? _____

5. Date of conference __/__/____

6. Date you received a response to the Level One Conference __/__/____

7. Please explain specifically how you disagree with the outcome at Level One.

8. If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

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Student or parent signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refileing 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 Three appeal conference. Please keep a copy of the completed form and any supporting documentation for your records.