

Exhibit A—Patron Complaint Form: Level One

Note: Informal resolution is encouraged but does not extend any deadlines in GF (LOCAL), except by mutual written consent.

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

1. Name (*print*): _____

2. Address: _____

3. Telephone number: _____

Email address: _____

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

Name/Occupation: _____

Address: _____

Telephone number: _____

Email address: _____

5. Please state the date of the event or series of events causing your complaint.

6. Please describe the efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

PUBLIC COMPLAINTS

GF
(EXHIBIT)

7. Please state specific facts that support your complaint (list in detail and submit any documentation to support your facts with the grievance form).

8. Please state your complaint, including the individual harm alleged. Describe the circumstances causing your complaint. Please give specific, factual details. (If more room is needed, please attach your additional comment to this document.)

9. Please state the remedy you seek for the complaint.

Signature: _____

Signature of representative (if applicable): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal 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 or appeal. Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit B—Patron Complaint Form: Level Two

To appeal a Level One decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the District Hearing Officer within the time established in GF (LOCAL). Appeals will be heard in accordance with GF (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name (*print*): _____
2. Parent's name: _____
3. Address: _____
4. Telephone number: _____
Email address: _____
5. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
Email address: _____
6. Who held the Level One conference? _____
Date of the conference? _____
7. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of the Level One response.
8. Please state the remedy you seek for the complaint.

Signature: _____

Signature of representative (*if applicable*): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal 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 or appeal. Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit C—Patron Complaint Form: Level Three

To appeal a Level Two decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in GF (LOCAL). Appeals will be heard in accordance with GF (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name (*print*): _____
2. Address: _____
3. Telephone number: _____
Email address: _____
4. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
Email address: _____
5. Who held the Level Two conference? _____
Date of the conference? _____
6. Attach a copy of your original Level Two complaint and the Level Two response.
7. Please state the remedy you seek for the complaint.

Signature: _____

Signature of representative (*if applicable*): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records.

Exhibit D—Notice of Appeal to the Board

To appeal a Level Three decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in GF (LOCAL). Appeals will be heard in accordance with GF (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name (*print*): _____
 2. Address: _____
 3. Telephone number: _____
Email address: _____
 4. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
Email address: _____
 5. Who held the Level Three conference? _____
Date of the conference? _____
 6. Attach a copy of your original Level Three complaint and the Level Three response.
 7. Please state the proposal or requested remedy you seek for the complaint.

- Signature: _____
- Signature of representative (*if applicable*): _____
- Date submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records.