

STUDENT/PARENT COMPLAINT FORM – LEVEL ONE

Informal resolution is encouraged but does not extend any deadlines in FNG (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 (grievances@saisd.net), or U.S. Mail to the appropriate administrator within the time established in FNG (LOCAL). All complaints will be heard in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

Student's Name _____

Parent/Guardian's Name _____

Address _____

Telephone number (_____) _____

Email Address _____

Campus _____

If you will have a designated representative to speak on your behalf, please identify the person representing you.

Name _____

Address _____

Telephone number (_____) _____

Email Address _____

Please state the date of the event or series of events causing your complaint. (Give specific details)

Please explain how you have been affected by this decision or action.

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.

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

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)

Please describe the outcome or remedy you seek from this complaint.

Student's or parent's signature

Date of filing

Signature of student's or parent's representative

Date of filing

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 One conference. Please keep a copy of the completed form and any supporting documentation for your records.

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 refiling is within the designated time for filing a complaint.