

PARENT/STUDENT COMPLAINT FORM — LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, 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.

Parent name(s) _____
Student's name _____
Address _____
Telephone number _____ (cell phone) _____
Campus _____

If you will be represented by another person than yourself, please identify the person representing you.

Name _____
Address _____
Telephone number _____ (cell phone) _____

Please describe the decision or circumstances causing your complaint (give specific factual details; use additional paper if needed).

What was the date of the decision or circumstances causing your complaint? _____

Please explain how you or your students have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

With whom did you communicate your informal complaint? _____

On what date? _____

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

Parent or student signature _____

Signature of student's or parent's representative (if used) _____

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