

**STUDENT/PARENT COMPLAINT FORM: LEVEL TWO GRIEVANCE APPEAL**

To appeal the decision of the Level One administrator, please fill out this form completely and submit it within the timeframe established in LISD Board Policy FNG (Local) to the LISD Office of Legal Services as follows:

- Scan and e-mail the form to [grievances@lisd.net](mailto:grievances@lisd.net);
- Submit the form in person to the LISD Administrative Center, 1565A W. Main St., Lewisville, TX 75067;
- Mail the form to the LISD Office of Legal Services, P.O. Box 217, Lewisville, TX 75067; or
- Fax the form to (972) 350-9506.

Additional pages may be added to this form as needed.

*Please attach to this form a copy of your Level One complaint along with any documentation submitted at the Level One conference. Please also attach a copy of the written Level One response you received.*

1. Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Campus where student is currently enrolled: \_\_\_\_\_

2. If you will be represented in voicing your complaint, please identify the person representing you:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

3. To whom did you present your complaint at Level One? \_\_\_\_\_

Date of conference: \_\_\_\_\_

Date you received Level One response in writing: \_\_\_\_\_

**STUDENT/PARENT COMPLAINT FORM: LEVEL TWO GRIEVANCE APPEAL**

4. Please explain specifically how you disagree with the outcome at Level One: \_\_\_\_\_

---

---

---

5. Please state the remaining remedy(ies) not satisfied at Level One: \_\_\_\_\_

---

---

---

Signature of Complainant: \_\_\_\_\_

Date appeal filed: \_\_\_\_\_

*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.*

*A District administrator will contact you to schedule a Level Two conference within the timeframes established in Board Policy FNG (Local).*

*You may not submit any new documents for consideration at Level Two that were not submitted at Level One; likewise, you may not raise any new concerns or request additional remedies that were not raised or requested at Level One.*

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