

WISD Complaint Level One Form

A student or parent/guardian, who has tried to discuss their concerns and complaints through informal conferences which did not result in the outcome desired, may file this form with the administrator involved. This must be filed within 15 days of the original event of action or decision leading to the complaint. All complaints will be processed in accordance with Board Policy subsections FNG(LEGAL) and FNG(LOCAL). Copy this page or get a form from your school's office.

Name of Student _____ Date of Birth: _____

Name of Parent/Guardian: _____

Campus _____ Date of Last Informal Conference: _____

Held with which teacher(s) and/or administrator(s): _____

Please state your complaint including the individual harm alleged.

Please state specific facts of which you are aware to support your complaint.

What outcomes are you seeking that were not reached at the last informal conference?

Signature

Date Submitted

For Campus Administrator Use

- Received by Campus Administrator:
- Date Received:
- Level One Conference Date to be held (within 10 business):
- Date written response sent (within 10 business days of conference):