



STUDENT AND PARENT COMPLAINT FORM — LEVEL ONE (FNG)

FOR OFFICE USE ONLY

Date Received by District: _____ Received by: _____

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 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.

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

1. Information

Parent Name: _____

Student Name: _____ **ID#:** _____

Address (City, State, Zip Code): _____

Phone Number: _____

Email Address: _____

Campus: _____ **Grade:** _____

2. If you will be represented in presenting your complaint, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below.

Name of Representative: _____

Organization: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

☐ Representation will be by telephone conference call.



3. Please describe the decision or circumstances causing your complaint (give specific factual details).

4. What was the date of the decision or action resulting in this complaint?

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

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

With whom did you communicate? _____

What date(s) was your communication? _____



7. Please describe the outcome or remedy you seek from this complaint. (*These may not be changed at any other level*).

Complainant's Signature: _____ Date: _____

Representative's Signature: _____ Date: _____

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.

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.