

Notice of Appeal/Greivance

Level 1



Waxahachie ISD • 411 N. Gibson St., Waxahachie, TX 75165 • (972) 923-4631 • (972) 923-4759 fax

To file a formal complaint, please fill out this form completely and submit it to the campus principal or appropriate administrator within the time established in FNG(Local). All complaints will be heard in accordance with [FNG\(Legal\)](#) and [FNG\(Local\)](#) or any exceptions outlined therein.

Contact Info

- Name
- Address
- Phone
- Campus

If you will be represented by another individual in making this complaint/appeal, please identify the person representing you.

- Name
- Address
- Phone

Decisions & Circumstances

Please describe the decision or circumstances causing your complaint/appeal. Give specific factual details.

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

Please explain how you have been harmed by the decision or circumstance.

Resolution

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

- With whom did you communicate?
- On what date?

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

Has the date for filing your complaint/appeal been extended by mutual consent?

- If so, who granted the extension?
- On what date?

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Student or Parent Signature

Student or Parent Representative Signature

Filing

- Date of filing:
- Method of filing:
- Name of person receiving file:

Please Note

A complaint/appeal 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/appeal. Written complaints/appeals must be filed within the designated time of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint, appeal, or grievance.

Attach to this form any documents you believe will support the complaint/appeal; if unavailable when you submit this form, they may be presented according to policy timelines. Please keep a copy of the completed form and any supporting documentation for your records.