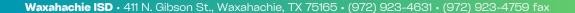
Notice of Appeal/Greivance

Level 1



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 <u>FNG(Legal)</u> and <u>FNG(Local)</u> 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

Student or Parent Signature	Student or Parent Representative Signature
If so, who granted the extension?On what date?	
Has the date for filing your complaint/appeal	been extended by mutual consent?
Please describe the outcome or remedy you seek for this complaint/appeal.	
On what date?	
responses to your efforts.With whom did you communicate?	
	esolve your complaint/appeal informally and the
Resolution	
Please explain how you have been harmed by	the decision or circumstance.
What was the date of the decision or circums	tances causing your complaint/appeal?
Please describe the decision or circumstances causing your complaint/appeal. Give specific factual details.	

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 refiling 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.