

Waxahachie Independent School District

411 N. Gibson Street
Waxahachie, TX 75165
(972) 923-4631 Phone
(972) 923-4759 Fax

STUDENT COMPLAINT FORM – LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. Mail 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 (LOCAL) or any exceptions outlined therein.

1. Name:
2. Address:
3. Phone:
4. Campus:
5. If you will be represented in voicing your complaint, please identify the person representing you.
 - Name:
 - Address:
 - Phone:
6. Please describe the decision or circumstances causing your complaint (give specific factual details).

7. What was the date of the decision or circumstances causing your complaint?
8. Please explain how you have been harmed by the decision or circumstance.

9. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.
 - With whom did you communicate?
 - On what date?
10. Please describe the outcome or remedy you seek for this complaint.

11. Has the date for filing your complaint been extended by mutual consent?

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

Student or parent signature:

Student or parent representative signature:

Date of filing:

Method of filing:

Name of person receiving file:

Complainant, 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. Written complaints must be filed within 15 days 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 or grievance.

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.