

# Notice of Appeal

## Level 2



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

To appeal a Level 1 decision, or the lack of a timely response after a Level 1 conference, 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\(Local\)](#). Appeals will be heard in accordance with [FNG\(Legal\)](#) and (Local) or any exceptions outlined therein.

## Contact Info

- Name
- Address
- Phone
- Campus

If you will be represented in voicing your complaint, please identify the person representing you.

- Name
- Address
- Phone

## Level 1 Details

To whom did you present your complaint at Level 1?

Date of conference:

Date you received a response to the Level 1 conference:

Please explain specifically how you disagree with the outcome at Level 1 or whether the time for a response to your Level 1 complaint has expired.

## Documentation

Attach a copy of your original complaint and any documentation submitted at Level 1.

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Attach a copy of the Level 1 response being appealed, if applicable.

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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

This appeal notice must be filed within ten days of the date of the written Level 1 response or, if no response was received, within ten days of the Level 1 response deadline.