



Willis Independent School District

612 N. Campbell Street • Willis, TX 77378 • 936-856-1200



LEVEL THREE APPEAL NOTICE - Student/Parent Complaint Form

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax or U.S mail to the Superintendent or designee within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student Name _____ Student ID # _____

2. Complainant Name _____

3. Address _____

Phone _____ Email _____

4. Campus _____

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

Name _____

Address _____

Phone _____ Email _____

6. To whom did you present you complaint at Level Two? _____

Date of conference _____

Date you received a response to the Level Two conference. _____

< CONTINUE TO NEXT PAGE >

7. Please explain specifically how you disagree with the outcome at Level Two.

8. Do you want the Board to hear this appeal in open session? _____
If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meeting Act to require a meeting in open session.

9. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

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

Student or Parent Name (Printed)	Student or Parent Signature	Date
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Student or Parent Representative (Printed)	Student or Parent Representative Signature	Date
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Date of filing _____