

Level III Parent/Student Complaint Grievance Appeal Notice

To file an appeal of a Level II decision in accordance with Board Policy FNG (LOCAL), please fill out this form completely and submit via email to Grievance@ems-isd.net, or by hand or standard mail delivery to the Director of Policy and Information Management, 1600 Mustang Rock Road, Fort Worth, TX 76179. All formal complaints/grievances will be heard in accordance with FNG (LEGAL and LOCAL).

DATE OF FILING:

PARENT NAME:

STUDENT NAME: GRADE LEVEL:

ADDRESS:

PHONE NUMBER: EMAIL ADDRESS:

CAMPUS: CAMPUS PRINCIPAL:

NAME OF REPRESENTATIVE (if applicable):

NAME OF LEGAL FIRM:

ADDRESS:

PHONE: EMAIL ADDRESS:

1. **List the date of Level II Conference Meeting.**
2. **State the Name of the Level II Hearing Officer.**
3. **List the date of the Level II written response/decision letter.**





1. **Explain specifically why you disagree or are not satisfied with the outcome of the Level II decision.**
2. **Do you request the EMS ISD Board of Education hear your appeal in Open Session? Yes or No** If yes, the Board will consider your request, however you may not have a legal right under the Texas Open Meetings Act to require a meeting in Open Session.
3. **Attach a copy of the following:**
	1. The Level I Complaint/Grievance and submitted documentation
	2. The Level I Response/Decision
	3. The Level II Complaint/Grievance and submitted documentation
	4. The Level II Response/Decision

**Parent or Student Signature:**

