

EXHIBIT A

Note: Informal resolution is encouraged but does not extend any deadlines in FNG (LOCAL), except by mutual written consent.

STUDENT/PARENT COMPLAINT FORM – **LEVEL ONE**

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator and 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. Student Name: _____

2. Parent(s) Name: _____

3. Address _____

4. Telephone number: _____

E-mail address: _____

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

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

6. Please state the date of the event or series of events causing your complaint.

7. Please describe the efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

8. Please state specific facts that support your complaint (list in detail and submit any documentation to support your facts with the grievance form).

9. Please state your complaint, including the individual harm alleged. Describe the circumstances causing your complaint. Please give specific factual details. (if more room is needed, please attach your additional comment to this document)

10. Please state the remedy you seek for the complaint.

Student or parent signature: _____

Signature of representative (if applicable): _____

Date Submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records.