

EXHIBIT B

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

To appeal a Level One decision, 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). Appeals 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. Who held the Level One conference? _____

Date of conference? _____

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

8. Attach a copy of the Level One response.

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 refiling 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.