

EXHIBIT B

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

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To appeal a Level Two 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.

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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 Two conference? \_\_\_\_\_

Date of conference? \_\_\_\_\_

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

8. Attach a copy of the Level Two 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.