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**LEVEL THREE APPEAL NOTICE – PUBLIC COMPLAINT**

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, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in GF(LOCAL). Appeals will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint unless the complaint is resolved before reaching the Board. [See GKA]

*(Please print.)*

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

3. If you will be represented in presenting your appeal, please identify the person representing you.

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

4. To whom did you present your appeal at Level Two? \_\_\_\_\_

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

Date you received a response to the Level Two conference \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you want the Board to hear this appeal in open session?

No

Yes

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.

7. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two Appeal Notice.
8. Attach a copy of the Level Two response being appealed, if applicable.

Complainant Signature \_\_\_\_\_

Signature of Complainant's Representative \_\_\_\_\_

Date of filing \_\_\_\_\_

***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 refileing 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.