



LEVEL TWO APPEAL NOTICE – PUBLIC COMPLAINT

To appeal a Level One decision, or the lack of a timely response after a Level One 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 _____

Address _____

Telephone Number (_____) _____ Email _____

4. To whom did you present your complaint at Level One? _____

Date of conference _____

Date you received a response to the Level One conference _____

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

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

7. Attach a copy of the Level One 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.