

PUBLIC COMPLAINTS

GF
(EXHIBIT)

The forms on the following pages are provided to assist the District in processing complaints from the public, on Levels One, Two, and Three.

- Exhibit A: Complaint Form: Level One — 1 page
- Exhibit B: Notice of Appeal: Level Two — 1 page
- Exhibit C: Notice of Appeal: Level Three — 1 page

EXHIBIT A

RICHARDSON INDEPENDENT SCHOOL DISTRICT
COMPLAINT FORM: LEVEL ONE

The person filing a complaint must fill out this form completely and turn it in to the appropriate principal or other administrator. The District will process this complaint in accordance with Board policy GF. A complaint form that is incomplete in any way when submitted may be dismissed, but may be refiled with the required information if the refileing is within the designated time for filing a complaint.

1. Name _____
2. Address/telephone _____
3. State date of the event or series of events causing the complaint:

4. State your complaint including the specific harm you allege and the remedy you seek:

5. State in detail the specific facts on which you base your complaint: (Use additional sheets if necessary)

6. If you will be represented in pursuing your complaint, please identify your representative:
Name _____ Firm or Organization _____
Address _____ Telephone Number _____
7. Attach to this form any documents you believe will support your complaint. If the documents are unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation submitted with the complaint. Are documents attached to this complaint? Yes No

Signature _____ Date submitted _____

EXHIBIT B

RICHARDSON INDEPENDENT SCHOOL DISTRICT
NOTICE OF APPEAL: LEVEL TWO

This form must be filled out completely by the person appealing a Level One decision to the Superintendent or designee in accordance with the requirements of Board policy GF. The District will process this complaint in accordance with Board policy GF.

Please attach to this form a copy of your original complaint (Complaint Form: Level One) and a copy of any written response you received to your Level One Complaint.

1. Name _____

2. Address/telephone _____

3. Campus (or other District location) where complaint arose _____

4. State the date on which you received the Level One decision that you are appealing:

Date _____

5. State the name of the individual who responded to your Level One complaint:

Name _____

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

7. If you will be represented in pursuing your complaint, please identify your representative:

Name _____ Firm or Organization _____

Address _____ Telephone Number _____

Signature _____ Date submitted _____

EXHIBIT C

RICHARDSON INDEPENDENT SCHOOL DISTRICT
NOTICE OF APPEAL: LEVEL THREE

This form must be filled out completely by the person appealing a Level Two decision to the Board in accordance with the requirements of Board policy GF. The District will process this complaint in accordance with Board policy GF.

Please attach to this form copies of your original complaint and all responses you received to your complaint.

I request that this grievance be placed on the agenda of a future meeting of the Board.

1. Name _____

2. Address/telephone _____

3. Campus (or other District location) where complaint arose _____

4. State the date on which you received the Level Two decision that you are appealing and the name of the person who responded:

Date _____ Name _____

5. State the name of the person who responded to your Level One complaint:

Name _____

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

7. If you will be represented in pursuing your complaint, please identify your representative:

Name _____ Firm or Organization _____

Address _____ Telephone Number _____

Signature _____ Date submitted _____