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Exhibit A—Public Complaint Form, Level One

To file a formal complaint, please fill out this form completely and submit it by hand-delivery, fax, or U.S. Mail within the time established in GF(LOCAL) to:

Humble ISD General Counsel's Office,
10203 Birchridge Drive
Humble, TX 77338
Fax: (281) 641-1056

All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint.

The District will attempt to schedule a mutually agreeable time for your conference to take place and notice shall be provided. If you fail to attend your scheduled conference, your complaint may be dismissed unless you contact the Humble ISD Legal Department at (281) 641-8208 to provide good cause as to why you failed to appear for the conference.

You are responsible for submitting records if your complaint goes to an appeal. Please keep a copy of the completed form and any supporting documentation for your records.

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

If you will be represented in voicing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

1. Please describe the decision or circumstances causing your complaint (give specific factual details).

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2. What was the date of the decision or circumstances causing your complaint?

3. Please explain how you have been harmed by this decision or circumstance.

4. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

5. With whom did you communicate? _____

6. On what date? _____

7. Please describe the outcome or remedy you seek for this complaint.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Date received by Humble ISD General Counsel's Office: _____

Exhibit B—Level Two Appeal Notice

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, fax, or U.S. Mail within the time established in GF(LOCAL) to:

Humble ISD General Counsel's Office
10203 Birchridge Drive
Humble, TX 77338
Fax: (281) 641-1056

All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

A complaint 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.

The District will attempt to schedule a mutually agreeable time for your conference to take place and notice shall be provided. If you fail to attend your scheduled conference, your complaint may be dismissed unless you contact the Humble ISD Legal Department at (281) 641-8208 to provide good cause as to why you failed to appear for the conference.

You are responsible for submitting records if your complaint goes to an appeal; please keep a copy of the completed form and any supporting documentation for your records.

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

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

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

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

2. Date of conference: _____

3. Date you received a response to the Level One conference: _____

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

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5. Attach a copy of your original complaint and any documentation submitted at Level One.
 6. Attach a copy of the Level One response being appealed, if applicable.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Date received by Humble ISD General Counsel's Office: _____

Exhibit C—Level Three Appeal Notice

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, fax, or U.S. Mail within the time established in GF(LOCAL) to:

Humble ISD General Counsel's Office
10203 Birchridge Drive
Humble, TX 77338
Fax: (281) 641-1056

All complaints will be heard in accordance with GF(LEGAL) and (LOCAL) or any exceptions outlined therein.

The District will make application to the Humble ISD Board of Trustees to conduct your Level Three Appeal at the next available Board meeting and notice shall be provided to you as soon as it confirms the date. If you fail to attend your scheduled conference, your complaint may be discussed in your absence and a decision provided, or the Board may allow you to reschedule to the next available Board meeting with good cause for your absence, or the Board may choose to dismiss your complaint.

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

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

Name: _____

Address: _____

Telephone number: (____) _____

Personal e-mail: _____

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

2. Date of conference: _____

3. Date you received a response to the Level One conference: _____

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

5. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

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6. Attach a copy of the Level Two response being appealed, if applicable.

Complainant's signature: _____

Signature of complainant's representative: _____

Date of filing: _____

Date received by Humble ISD General Counsel's Office: _____