
Documentation
Level 1 Complaint Form

For Office Staff Only

Received by: _____ **Date received:** _____

Per FNG ISD Board Policy, this form must be filled out entirely by a student or parent filing a Level 1 complaint with the campus principal. Please attach any documents that you would like considered during the conference. The principal must receive the filing within 15 calendar days of learning about the event or problem, or receiving a response from an informal process.

Student Name _____ Date: _____

Parent Name: _____ Email: _____

Phone Number(s): _____

Section 1: Efforts to Informally Resolve the Concern

Parents/students are encouraged to try to resolve any concerns informally, but they are not required to do so if they wish to file a formal Level 1 Complaint. If an informal process occurred, please fill out the following information.

With whom: _____ Date: _____

Describe the event:

State request made to a staff member:

Response from a staff member:

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Section 2: Harm and Relief Requested

Note: All the information must be completed before a Level 1 conference can be scheduled.

Please give the reason for the grievance.

Please explain how this situation is alleged to have harmed you or the student.

If an informal conference was held, please explain why you feel the proper relief should have been given.

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

Section 3: Attendees to Level One

If you will be bringing counsel or a non-parent, please give the following information:

Name: _____ Relationship to Student: _____

Phone number: _____ Email: _____

Section 4: Signature of Complainant

Please attach any relevant documentation that you would like to be considered.

Student or parent signature _____ Date _____

Retention: Resolution or dismissal of complaint + 2 years.

Date of Destruction: _____

This district does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students. Lack of English language skills will not be a barrier to admission or participation. This policy is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

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Documentation, Page 2 of 2