





## Level I Parent/Student Complaint Grievance Form

To file a formal complaint in accordance with Board Policy FNG (LOCAL), please fill out this form completely and submit via email to [Grievance@ems-isd.net](mailto:Grievance@ems-isd.net), or by hand or standard mail delivery to the Director of Compliance and Policy, \_\_\_\_\_, Fort Worth, TX 76179. All formal complaints/grievances will be heard in accordance with FNG (LEGAL and LOCAL).

DATE OF FILING: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_



**4. State in detail the efforts you have made to resolve your complaint informally at the campus level and the outcome of your efforts.**

**5. State the individuals in which you communicated your complaint and include the date.**

**6. State the outcome or remedy you seek for this complaint/grievance.**

**Parent Signature:** \_\_\_\_\_

**Please Note:**

A complaint/grievance or appeal form that is incomplete in any material aspect may be dismissed. 6.7751027 99.5