



To file a formal complaint, please complete this form and submit it to the appropriate administrator or designee within the timelines established in FNG(LOCAL). Complaint forms and appeal notices may be submitted by hand delivery, electronic communication (including email or fax), or U.S. Mail. Hand-delivered and electronically submitted complaints must be received by the close of business on the filing deadline. Complaints submitted by U.S. Mail must be postmarked on or before the deadline and received no later than three days after the deadline. All complaints will be processed in accordance with FNG(LEGAL), FNG(LOCAL), and any applicable exceptions outlined therein.

REPRESENTATION

INCIDENT/COMPLAINT DESCRIPTION

1. Please describe the decision or circumstances causing your complaint. Be sure to include place, date, time, and names.
2. Please explain how your student has been harmed by this decision or circumstance.

3. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

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

Parent/Guardian Signature: _____

Date _____