

NOTICE OF COMPLAINT AT LEVEL ONE

This form must be filled out completely by a student or parent filing a Level One complaint with the Principal, in accordance with FNG (LOCAL) or any exceptions outlined therein.

1. Student name _____

2. Campus _____

3. Address _____

4. Home telephone _____

5. To whom did you last present your complaint? _____

Date of conference _____

6. If you will be represented by a parent or other adult in pursuing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone number _____

7. Please state the date of the event or series of events causing your complaint. _____

8. Please state your complaint, including the individual harm alleged. _____

9. Please state specific facts that support your complaint (*list in detail*). _____

10. Please state the remedy you seek for this complaint. _____

Student or Parent Signature

Date Submitted