

**CONROE INDEPENDENT SCHOOL DISTRICT
APPEAL NOTICE**

For appeals to Level Two or Level Three, please fill out this form completely and submit it along with the original complaint and response(s) being appealed. Submission can be by hand delivery, fax to 936.709.9787, U.S. mail to Conroe ISD Legal Department, 3205 W. Davis, Conroe, TX 77304 or Email: complaints@conroeisd.net, within the time established in the applicable Board Policy - DGBA(LOCAL) for employees; FNG(LOCAL) for parents/students; or GF(LOCAL) for citizens.

Name of person filing this appeal: _____

Address: _____

Telephone number: _____ Email address: _____

If applicable: Campus/Department: _____ Position: _____

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

Name: _____

Address: _____

Telephone number: _____ Email Address: _____

For Appeals to Level Two complete the following:

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

Date of Level One conference: _____

Date you received your Level One response: _____

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

For appeals to Level Three complete the following:

To whom did you present your appeal at Level Two? _____

Date of Level Two conference: _____

Date you received your Level Two response: _____

Please explain specifically how you disagree with the outcome at Level Two:

Do you want the Board to hear this appeal in open session? _____

If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

Signature of complainant: _____

Date of filing: _____

Received by: _____

Date received: _____