

LEVEL ONE PUBLIC COMPLAINT FORM

EXHIBIT A PUBLIC COMPLAINT FORM: LEVEL ONE

To file a formal complaint, a member of the public must fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Prosper ISD Central Office within the time established in GF (LOCAL). All complaints will be heard in accordance with GF (LEGAL) and GF (LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: (____) _____

3. Campus: _____

4. If you will be represented in voicing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: (____) _____

5. Please state date of the decision or circumstances causing the complaint: _____

6. Please describe the decision or circumstances causing your complaint (give specific factual details):

7. Please state specific facts of which you are aware to support your complaint (list in detail):

8. Please explain how you have been harmed by this decision or circumstance.

9. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

With whom did you communicate? _____

On what date? _____

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

11. Has the date for filing your complaint been extended by mutual consent?

If so, who granted the extension? _____

On what date? _____

Signature: _____

Date: _____

Date of filing: _____

Method of filing: _____

Name of person receiving filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint. Written complaints must be filed within 15 days of the date the member of the public first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

In accordance with Board of Trustees' Policies BED (LEGAL) and BED (LOCAL), comments may be addressed to the Board through the public comment process.