



GRIEVANCE / COMPLAINT - *Submission Form*

As stated in FNG(LOCAL) policy, complaints under this policy must be submitted in writing on a form* provided by the District to the lowest level administrator who has the authority to remedy the alleged problem and shall be submitted within 15 days of the date the complainant first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. All complaints will be processed in accordance with FNG(LEGAL) and FNG(LOCAL).

**Please attach any supporting documents/reports*

**Please attach any additional sheets needed if enough space is not provided below.*

Check appropriate box to indicate level of this submission

- Level One
- Level Two
- Level Three

Check appropriate box that describes your relationship to the School District

- Student/Parent
- Employee
- Community Member
- Other

Complainant's Name:			
Address:			
Telephone:	Daytime:	Home:	
Student's Name: (if applicable)		Campus / Department:	
Date/s of Event/s:			

Please state your complaint – including the individual harm alleged:

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

Please state the remedy you seek for this complaint:

Complainant's Signature

Date Submitted

Signature of Principal/Supervisor – Level One

Date Received

Signature of Superintendent – Level Two

Date Received

Signature of Superintendent – Level Three

Date Received