

# STUDENT / PARENT APPEAL FORM – LEVEL FOUR

HEREFORD ISD SCHOOL BOARD POLICY - FNG

To appeal a Level Three decision or the lack of a timely response after a Level Three conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL and LOCAL) or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone numbers \_\_\_\_\_

4. Campus \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone numbers \_\_\_\_\_

6. To whom did you present your appeal at Level Three? \_\_\_\_\_

Date of conference \_\_\_\_\_

Date you received a response to the Level Three conference \_\_\_\_\_

7. Please explain specifically how you disagree with the outcome at Level Three.  
\_\_\_\_\_  
\_\_\_\_\_

8. Do you want the Board to hear this appeal in open session? \_\_\_\_\_  
*Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.*

9. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two and Level Three appeal notices.

10. Attach a copy of the Level Three response being appealed, if applicable.

Student or parent signature \_\_\_\_\_

Signature of the student's or parent's representative \_\_\_\_\_

Date of filing \_\_\_\_\_