



International Leadership of Texas

Notice of Complaint /Formal Grievance

To file a formal complaint, please complete this form and submit it to the appropriate campus administrator within the time established in the Board approved Student/Parent Handbook. All complaints will be heard in accordance with the aforementioned policies or any exceptions outlined therein.

PLEASE INDICATE THE LEVEL OF GRIEVANCE ACCORDING TO WHERE YOU ARE IN THE PROCESS:

☐ *Level I (Principal)* ☐ *Level II (Director of Student Services)* ☐ *Level III (Superintendent)* ☐ *Level IV (School Board)*

1. Complainant's Name and Address:	2. Complainant's Phone Number:
3. Complainant's Email Address:	4. Complainant's Campus (if applicable):
5. If you will be represented in pursuing your complaint, please identify that individual or organization: Name: _____ Address: _____ Telephone: _____ Email: _____	
6. Please describe the decision or circumstances causing your complain/grievance (give specific, factual details): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

7. What was the date of the decision or circumstances causing your complaint? <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>		
8. Please explain how you have been harmed by this decision or circumstance: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>		
9. Please describe any efforts you have made to resolve your complaint informally and the responses to your effort: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>		
10. With whom did you communicate? <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	11. On what date (s)? <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	
12. Please describe the outcome or remedy you seek for this complaint: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>		
13. Signature of Complainant: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	14. Signature of Complainant's Representative: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	15. Date of Filing: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>

Complainant, Please Note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all of the required information if the refiling is within the designated time for filing a complaint.

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