



## Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Executive Director of Operations within the time established in PG-1.205. Appeals will be heard in accordance with PG-1.205 or any exceptions outlined therein.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Campus: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Who held the Level One conference? \_\_\_\_\_

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

Date you received a response to the Level One conference: \_\_\_\_\_

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

\_\_\_\_\_

Attach a copy of your original Level One complaint and any documentation submitted at Level One.

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

Student's or parent's signature: \_\_\_\_\_

Signature of student's or parent's representative (if applicable): \_\_\_\_\_

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

### Complainant, please note:

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

Please keep a copy of the completed form and any supporting documentation for your records.