



## Level Two Student or Parent/Guardian Complaint/Grievance Form Superintendent or Designee Review

4802 Vance Jackson • San Antonio, Texas 78230 • 210-541-0051  
www.somersetacademytx.org • info@somersetacademytx.org

### For District Use Only

Received by: \_\_\_\_\_ Received on: \_\_\_\_\_

Per Board Policy PG-3.509: Student and Parent Complaints and Grievances, formal complaints and grievances are processed in accordance with the procedures outlined in the Student Code of Conduct, Section 5.8: Student or Parent Complaints or Concerns. Use this form to submit a Level Two review to the Superintendent or designee after a Level One Decision has been issued, or if no Level One Decision was provided within the required timeline. The Level Two appeal must be filed within seven (7) business days of the Level One Decision, or within seven (7) business days of the Level One response deadline if no decision was issued. Please complete this form and submit it by hand delivery, mail, or email to [grievances@somersetacademytx.org](mailto:grievances@somersetacademytx.org).

Student(s) Name(s): _____	Parent(s)/Guardian(s) Name(s): _____
Email: _____	Phone: _____
Campus: _____	Date Received Level 1 Response: _____

### Section 1: Request Level 2 Review

Please explain specifically how you disagree with the outcome or do not feel the proper relief was given in Level 1.

*Somerset Academies of Texas does not discriminate on the basis of race, religion, color, national origin, sex, gender, or disability in providing educational services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.*



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Describe the relief you are requesting.

### Section 2: Attendees to Level 2 Conference

Please list the individuals who you plan on attending the level one conference and their relationship to the student:

Do you plan on bringing legal counsel or an attorney?  Yes  No

If yes, please provide the following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 3: Signature of Complainant

\_\_\_\_\_  
Student or Parent/Guardian Signature

\_\_\_\_\_  
Date

*The Level Two appeal must include a signed statement of the complaint/grievance, any evidence supporting the complaint/grievance, a copy of the written Level One Complaint/Grievance, and a copy of the Level One Decision, if issued. The Level Two appeal may not include new issues, complaints, or grievances unrelated to the Level One complaint/grievance.*

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