



## Level Three Student/Parent Complaint/Grievance Form Appeal to the Board of Directors

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 Three appeal to the Board of Directors after a Level Two Decision has been issued, or if no Level Two Decision was provided within the required timeline. This Level Three appeal must be filed within seven (7) business days of the Level Two Decision, or within seven (7) business days of the response deadline if no Level Two Decision was issued. Please complete this form and submit it by hand delivery, mail, or email to [grievances@somersetacademytx.org](mailto:grievances@somersetacademytx.org).

*The request will be considered under the legal rights of the Texas Open Meetings Act*

Student(s) Name(s): _____	Parent(s)/Guardian(s) Name(s): _____
Email: _____	Phone: _____
Campus: _____	Date Received Level 2 Response: _____

### Section 1: Request Level 3 Appeal

Please describe how you disagree with the decision made at the Level 2 Conference.

*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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Do you plan on bringing legal counsel or an attorney?  Yes  No  
If yes, please provide the following:

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

### Section 2: Signature of Complainant

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

\_\_\_\_\_  
Date

*The district will provide all documents included in the Level 1 and Level 2 processes.*

*The Level Three appeal is limited to the issues and documents considered at Level Two. New complaints, topics, issues, or evidence not previously submitted as part of the Level One or Level Two complaint/grievance process may not be considered by the Board of Directors, unless otherwise permitted by Board Policy or applicable law. The appeal must be submitted within seven (7) business days of the Level Two Decision, or within seven (7) business days of the Level Two response deadline if no decision was issued.*

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