



Level One Student or Parent Complaint/Grievance Form

4802 Vance Jackson • San Antonio, Texas 78239 • 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 established procedures. This form must be completed by a student or parent/guardian filing a Level One Complaint/Grievance with the campus principal or designee. Please attach any documents you would like to be considered during the conference. The principal or designee must receive this form within seven (7) business days from the date the event(s) causing the complaint or grievance were known or should have been known, or within seven (7) business days following an informal conference with the principal or the principal's designee. Please complete this form and submit it by hand delivery, mail, or email to grievances@somersetacademytx.org.

Student(s) Name(s):

Parent(s)/Guardian(s) Name(s):

Email:

Phone:

Section 1: Efforts to Informally Resolve the Concern

Parents/students are encouraged to try to resolve any concerns informallyⁱ, but are not required to do so if they wish to file a Level 1 Complaint. If an informal process occurred, please fill out the following information:

With whom:

Date of Conference:

Describe the event:

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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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State the request you made to the staff member(s):

Response from the staff member(s):

Section 2: Harm and Relief Requested

All the information must be completed before a Level 1 conference will be scheduled.

Please explain how this situation has allegedly harmed you or your student:

If an informal conference was held, explain why you feel the proper relief should have been given:

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Please describe the outcome or remedy you seek for this complaint:

Section 3: Attendees to Level 1

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 4: Signature of Complainant

Student or Parent/Guardian Signature

Date

Please attach any documentation or additional pages you would like considered, if applicable. The Level One conference and review will be limited to the complaint, issue(s), and supporting documentation submitted with this form. Issues, complaints, or documents not included with this submission may not be considered as part of the Level One review.

¹ See Section 5: Especially for Parents, Subtopic 5.8, Student or Parent Complaints or Concerns.

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