Teague Independent School District
Level One Request
(see Teague I.S.D. policy DGBA {local})

An employee who has a complaint shall request a conference with the principal or immediate supervisor by submitting the complaint in writing on this form. This form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. All complaints will be processed in accordance with policy DGBA (legal) and DGBA (local) or any exceptions outlined therein.

This form must be filled out completely by the employee.

1. Name______________________________________________

2. Position_________________________________ Campus/Dept. ______________

3. Please state the date of the event or series of events causing the complaint.
   Date(s)________________________________________

4. Please state your complaint, including the individual harm alleged.
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. Please state specific facts of which you are aware to support your complaint (list in detail).
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

6. Please state the remedy you seek for this complaint.
   ____________________________________________
   ____________________________________________
   ____________________________________________

Employee signature__________________________________________
Date Submitted:_____________________
Teague Independent School District
Level Two Request

(see Teague I.S.D. policy DGBA {local})

If the outcome of the conference at Level One is not to the employee’s satisfaction or if time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the complaint. The request shall be in writing on this form and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

This form must be filled out completely by the employee.

1. Name_________________________________________________________

2. Position____________________________________ Campus/Dept._________

3. To whom did you last present your complaint. ________________________________

   Date of conference:____________________________________________________

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

   Name______________________________________________________________

   Address____________________________________________________________

   Telephone (____)__________________________

5. Attach a copy of your original complaint.

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

Employee signature_____________________________________________________

Date Submitted:_____________
Teague Independent School District

Level Three Request
(see Teague I.S.D. policy DGBA {local})

Request to be placed on the Teague I.S.D. Board of Trustees Agenda

This form must be filled out completely by the employee.

1. Name__________________________________________

2. Position__________________________________________ Campus/Dept._____________________

3. To whom did you last present your complaint?_________________________

          Date:____________________

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

   Name:__________________________________________

   Address:__________________________________________

   ____________________________________________

   Telephone (_____)________________________________

5. Attach a copy of your original complaint and/or additional information.

6. Attach copies of the Level One and Level Two decisions (if applicable)

Employee signature_________________________________

Date Submitted:___________________________________