NEW BRAUNFELS ISD

Grievance Form – Level One

- ☐ Student or Parent/Guardian: FNG (LOCAL)
- ☐ Employee: DGBA (LOCAL)
- ☐ Public: GF (LOCAL)

To file a formal grievance, please fill out this form completely and submit it to the attention of the appropriate administrator listed at the bottom of this form, within the time established in the applicable policy linked above. All grievances will be heard in accordance with that applicable policy or any exceptions outlined therein.

Name: _____

Address: _____

Email Address: _____ Phone Number: _____

Campus or Department (if applicable): _____

Student Name (if applicable): _____

Complainant Position (if employee): _____

If you will be represented in presenting your grievance, please identify the person representing you:

☐ N/A

Representative Name: _____

Representative Firm: _____

Address: _____

Email Address: _____ Phone Number: _____

Date of the decision or circumstance causing your grievance (give specific factual details): _____

_____

_____

_____

_____

Please explain how you have been harmed by this decision or circumstance: _____

_____

_____

_____

Please describe any efforts you have made to resolve your grievance informally and the responses to your efforts:_____

_____

_____

_____

With whom did you communicate: _____

On what date: _____

Please describe the outcome or remedy you seek for this grievance: _____

_____

_____

_____

_____

Complainant Signature: _____

Representative Signature (if applicable): _____

Date of filing: _____

Complainant, please note: Attach any documents you believe will support the grievance. If unavailable when you submit this form, supporting documents may be presented no later than the Level One hearing. Please keep a copy of the completed form and any supporting documentation for your records.

To submit this form: Please complete this form in full, providing all of the required information. When finished submit it to the attention of the appropriate administrator listed below, using one of the four options:

Student/Parent/Guardian Grievances - Attention: Araceli de la Cruz, Ex. Director of Student Services

Employee Grievances - Attention: Max Flores, Chief Human Resources Officer

Public Grievances - Attention: Communications Department

Library Material Grievances - Attention: Dr. Lani Norman, Chief Academic Officer

1. **Email To:** info@nbisd.org (PDF preferred), **please use subject "Grievance Form"**
2. **Hand delivery:** NBISD Administration Center, 1000 N. Walnut Ave., New Braunfels, TX 78130
   (deliver during regular district business hours)
3. **U.S. Mail:** NBISD Administration Center, 1000 N. Walnut Ave., New Braunfels, TX 78130
4. **FAX:** 830-643-5701