TULIA I.S.D.
RESPONSE TO LEVEL ONE PUBLIC COMPLAINT

_____ (Date)

_____ (Name)

_____ (Address)

_____

Dear_____ :

Having considered the complaint we discussed in our Level One conference on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

For the following reasons, I am unable to provide the remedy you seek:

I will take the following actions to grant the remedy you seek for your complaint:

Although I am unable to provide the full remedy you seek for your complaint, I will take the following actions to provide a partial remedy:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in GF (Local). The necessary forms are available at my office during regular business hours.

_____
Signature of appropriate administrator