

RESPONSE TO LEVEL TWO APPEAL

(Date)

(Complainant's name)

(Address)

Dear _____:

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

(Note: When preparing this letter, include only one of the following sentences.)

I am unable to grant your appeal. I will uphold the decision made at Level One by _____ (name) and communicated to you in the Level One response.

I wish to grant your appeal and have instructed _____ (name) to find a resolution in keeping with the remedy you seek.

Although I am unable to provide the full grant your appeal, I have instructed _____ (name) to take the following actions as a partial remedy to your complaint:

Superintendent (or designee)

Complainant, please note:

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