

June 1, 2016

VIA EMAIL

Subject: TEA Reference #INV2016-██████████ Fort Worth ISD

Dear ██████████:

The purpose of this letter is to notify you that the Texas Education Agency (TEA) has received your complaint regarding Fort Worth ISD. We are in the process of reviewing your complaint to determine the most efficient and effective manner in which to address it.

The TEA will address those issues in your complaint that fall within the agency's jurisdiction and within the scope of the agency's complaints management program. If we identify issues that would be more appropriately addressed by another entity, we will refer that issue to the entity for further review. We will inform you of any external referrals. We may contact you at a later date if we need additional information to review your complaint.

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The TEA encourages and supports school staff in their efforts to reach a resolution locally. If informal means are not successful, you may access Fort Worth ISD's local public formal complaint process and follow the steps outlined in the board policy manual. Please pay special attention to Fort Worth ISD's timelines in order to file your complaint in a timely manner. In most districts, a formal grievance is first filed with the school or campus principal (Level I), then the superintendent of schools (Level II), and finally the local board of trustees (Level III). If you do not receive the relief requested at a particular level or if the time for a response has expired, you may appeal to next level. If after exhausting the local grievance process (Levels I-III) you are still aggrieved by Fort Worth ISD's decision, you may file an appeal in writing to the Commissioner of Education under TEC §21

(<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.21.htm>).

If you believe your appeal is governed by this statute, you have 45 calendar days from the date the decision was communicated to you to file a Petition for Review in writing with the Commissioner. A student disciplinary action under TEC Chapter 37 by the board of trustees is final and may not be appealed to the Commissioner per TEC §7.057(e)(2).

Please include the above complaint number in all future correspondence. We will notify you at the completion of the complaint review. If you have any questions, please feel free to contact me at complaintsmanagement@tea.texas.gov.

Regards,

Complaints Management

Office of Complaints, Investigations, and Enforcement
complaintsmanagement@tea.texas.gov