

PRINCIPAL'S REPORT OF LEVEL ONE CONFERENCE

1. Student's and/or parent's name(s) _____

2. Campus _____

3. Date and time of conference _____

4. The facts as presented by the complainant are as follows: _____

5. In my opinion, the allegations made in the original complaint *(are)* *(are not)* adequately supported by the facts submitted. Explanation

6. In my opinion, the remedy sought by the complainant *(is)* *(is not)* justified by the facts submitted. Explanation _____

7. The decisions made or recommendations agreed upon as a result of the conference are as follows: _____

Signature of Principal

Date

Before submitting this report to the Executive Director, attach a copy of the written response that was given to the student or parent, and supporting evidence.

Received by

Executive Director

Date