

**Grievance Procedural Process**  
**Chapter 7.057**

1. Students, parents and educators that have been aggrieved by the School District (“ISD”) may appeal to TEA if the school laws of this state are violated and/or actions or decisions of any ISD board of trustee violates school laws, employment contracts, etc. (Texas Education Code § 7.057).
2. Parties must first file a local grievance with the ISD and participate in all levels of the local grievance process held by the ISD. Each ISD has its own grievance process. Please refer to the ISD for information on their grievance process.
3. Once you have completed all levels of the local grievance process with the ISD and the school board has issued their decision, you may file an appeal of that decision with TEA by filing a Petition for Review.
4. The Petition for Review must be filed with the Commissioner not later than **45 calendar days** after the party received the board’s decision. (Texas Admin. Code § 157.1049).
  - Requests must be sent to Texas Education Agency, Division of Hearings & Appeals, 1701 N. Congress Ave., Austin, Texas 78701, electronic filing (link on webpage), email to Christina.Eischens@tea.texas.gov, or by fax to (512) 475-3662.
5. The Petition for Review must include a certificate of service showing a courtesy copy was sent to the school district and include a copy of the board’s decision. (Texas Admin. Code § 157.1050)
6. TEA will issue an acknowledgment letter to all parties.
7. The ISD must file a response along with the local record within **30 calendar days** after receiving notice. (Texas Admin. Code § 157.1052(a)).
8. Upon receipt of the answer and local record the case will be assigned to an Administrative Law Judge (“ALJ”). The ALJ will issue an order setting a prehearing conference. (Texas Admin. Code § 157.1053)
9. After the prehearing conference the ALJ will issue a scheduling order setting deadlines and schedule a hearing on the merits.
10. A Proposal for Decision (“PFD”) will be issued no later than **180 calendar days** from the date the Petition for Review was filed. (Texas Education Code § 7.057)
11. Parties may file exceptions to the PFD no later than **30 calendar days** from the date the proposal for decision was issued. (Texas Admin. Code § 157.1059(b)). Replies to the exceptions shall be filed no later than **50 calendar days** from the date of the proposal for decision. (Texas Admin. Code § 157.1059(c))
12. After exceptions are filed the Commissioner will consider the proposal for decision and issue a Commissioner’s Decision. (Texas Admin. Code § 157.1060). The Commissioner’s Decision will be issued no later than **240 calendar days** from the date the Petition for Review was filed. (Texas Education Code § 7.057(c))

13. A person aggrieved by the action of the agency or decision of the commissioner may file a motion for rehearing no later than 25 calendar days after the date the commissioner's decision was signed. Either party may appeal the Commissioner's decision to the district court in Travis County. An appeal to the district court must be made by serving the commissioner with citation issued. (Tex. Gov't. Code § 2001.146).