

Policy No: 1005.01 E1
Adopted:
Revised

WRITTEN COMPLAINT FORM

This written complaint is addressed to the following Administrator; _____

COMPLAINT INITIATED BY:

Parent's/Patron's Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

Student (s) name, grade, and building (if applicable) _____

Describe the nature of your complaint as specifically as possible, the nature of steps taken to this point to settle the complaint, and specific helpful actions you would suggest to resolve this situation.

Signature

Date