

E - 5122

Complaint Form

Date: _____ Time: _____

Phone Number: _____

Name: _____

School: _____

Mailing Address: _____

Grade Level of Student: _____

In order to promote fair and constructive communications, this form shall govern the resolution of complaints. Complaints concerning school personnel should be made directly by you to the person against whom the complaint is lodged. If the complaint cannot be resolved informally by the person involved, please submit the complaint in writing to the school principal or immediate supervisor.

1. Include the name of each person involved and brief summary of the complaint and the facts surrounding it.

2. Please include a description of the efforts made to discuss the complaint with the person involved and the failure to resolve the matter.

Office Use:

_____ Teacher/Staff _____ Principal _____ Special Programs _____ Curriculum

_____ Schedule _____ Discipline _____ Others/Specify