COMPLAINT FORM

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

Please circle the nature of your complaint

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Civil rights
7. All others

Summary of the nature of your concern:

_____

_____

_____

_____

_____

Name(s) of individual alleged to be involved:

_____

_____

Date(s) alleged incident occurred: _____

Name(s) of witness(es) to alleged incident: _____

_____

If others are affected by the incident please give their names: _____

_____

Your suggestions regarding resolving the complaint: _____

_____

_____

Please describe any corrective action you wish to see taken with regard to the alleged incident. You may also provide other information relevant to this complaint.

_____

_____

_____

_____

_____ _____

Signature of complainant Date

_____ _____

Signature of person receiving complaint Date