

# Viborg-Hurley School District

## Complaint Form

**DIRECTIONS:** Answer all questions. Use additional sheets if more space is needed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. Please make a concise statement of the complaint.

2. What steps have you taken prior to filling out this form to deal with your concern?  
(For example, have you had a conference with the personnel involved?)

3. What action do you feel should be taken to correct the situation? Be specific.

Signature: \_\_\_\_\_

NOTE: The back of this form must be filled out at each step of the complaint process.

**STEP 1:**

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrator in charge)

Written response by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrator in charge)

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**STEP 2:**

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

Written response by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

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**STEP 3:**

Request to be placed on school board agenda received by:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent or designee)

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**STEP 4:**

Complaint discussed by school board on: \_\_\_\_\_ Date: \_\_\_\_\_

Written response sent on \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
(School Board President)