



Have you discussed the complaint with anyone employed by Highline School District? Yes  No

If so, please provide their name, date, and outcome of the discussion(s).

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What are your desired next steps or how would you like to resolve this complaint?

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I understand that:

- 1. The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
- 2. This complaint will be discussed with the person against whom it is being made, and a copy may be provided to that person at the discretion of Highline School District.

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Print Name and Signature

**FOR BUILDING ADMINISTRATOR OR CENTRAL OFFICE USE ONLY**

Form received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Next action taken: \_\_\_\_\_

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