



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Student, Parent or Guardian Complaint Procedures
2022-2023

Parents and students do have the right to register complaints regarding IB programme-related decisions taken by the school. The steps are as follows:

1) Fill in the IB Complaint form below.

2) Email this form to the IB DP/MYP/PYP Coordinators:

DP: Nancy Hsu as nhsu@carrollwooddayschool.org

MYP: Sabrina McCartney at smccartney@carrollwooddayschool.org

PYP: Lisa Vicencio at lvicencio@carrollwooddayschool.org.

3) Upon careful review, the admin team and IB Coordinator will discuss the complaint and share the results with the parent and students.

4) The complaint form will be filed in the administration office for future reference.

Student Name: _____ Date: _____

Parent/Guardian Name: _____ Phone Number: _____

Email: _____

Reason for complaint:
