

**MID-EAST CTC ADULT EDUCATION
GRIEVANCE/COMPLAINT FORM**

SECTION 1 – IDENTIFICATION OF COMPLAINANT

Name _____ Telephone # _____
Home Address _____
Street City State Zip _____
Program _____ Instructor _____

SECTION II - DESCRIPTION OF COMPLAINT

Exact Place _____ Date/Time _____

Persons present or witnessing:	Title
_____	_____
_____	_____

SECTION III

A. Concise statement of facts reciting basis of complaint, which alleges non-compliance.

How do you interpret this situation or incident to be a violation of your civil rights?

C. Did you make an effort to correct the situation by suggestions, actions, or personal restraints?
Explain and give the results as you see them.

Student Signature

Date

Please forward the original to your instructor; and keep a copy for your records. You will receive a written reply or decision from your Director within one workweek after the complaint is received.