



Date Received

# Concern Reporting Form – Public

(For Parents, Students, and Community Members)

Date of event leading to complaint: \_\_\_\_\_

To: \_\_\_\_\_  
Receiving Administrator

From: \_\_\_\_\_  
First Name / Last Name

\_\_\_\_\_ Address

\_\_\_\_\_ City / State / Zip

\_\_\_\_\_ School Site

\_\_\_\_\_ Your Child's/Children's Name(s) (If Applicable)

**Person filing complaint:**

\_\_\_\_\_ Parent

\_\_\_\_\_ Student

\_\_\_\_\_ Community

Describe, in your own words, the grounds for your complaint including all names, dates, and places necessary for a complete understanding of the Complaint.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please use additional sheets, if necessary, to describe your complaint fully.)*

# Concern Reporting Form – Public

(continued)

Whenever possible, complaints directed to an individual should be discussed with that person prior to the filing of a written complaint.

1. Information regarding a student and/or employee must be kept confidential.
2. District policy and the law strictly prohibit retaliation against a complainant or any person participating in good faith in an investigation of a complaint.
3. All complaints should be filed in a timely manner.

To whom have you spoken to regarding this complaint? (*Name of the employee(s), administrators, or other district officials.*)

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What was the result of the discussion?

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What remedy or solution do you seek?

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It is understood that additional information about this complaint may be requested from me (us) and if such information is available, I (we) will present it upon request.

I (we) certify under penalty of perjury that the foregoing is true and correct.

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature(s): \_\_\_\_\_  
\_\_\_\_\_