LEHIGHTON AREA SCHOOL DISTRICT

1000 Union Street, Lehighton, Pennsylvania 18235 Telephone: 610-377-4490 Fax: 610-577-0032

"Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment."

Formal Complaint Form

It is District policy to investigate all complaints and take appropriate action. If you wish, please use this form to document your complaint.

Please Print
Name of Complainant:
Mailing Address:
Phone Number (home/cell):
Phone Number (work):
Person and/or department complaint is being filed against:
Date and time of occurrence:
Description of incident – Please state the facts upon which the complaint is based and note all relevant dates, places, events, etc. pertaining to the complaint: (Use second sheet if necessary)

For Office Use Only

Date Received:	
Date of Response to Claimant:	
Attach Response	

Lehighton, PA 18235