

Complaints Concern Staff and Programs - Complaint Reporting Form

FORMAL COMPLAINTS ARE NOT CONFIDENTIAL

Date:

Name:

Email:

Phone:

1. Staff member(s) or program(s) that are the subject of the complaint:

2. Have you attempted to address your complaint through the informal complaint process before initiating a formal complaint?

Yes

No

3. Detailed statement of the complaint:

4. Steps taken to address the complaint:

5. Suggested resolution to be considered: