

Have you discussed the complaint with anyone employed by Highline School District? Yes No

If so, please provide their name, date, and outcome of the discussion(s).

What are your desired next steps or how would you like to resolve this complaint?

I understand that:

- 1. The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
- 2. This complaint will be discussed with the person against whom it is being made, and a copy may be provided to that person at the discretion of Highline School District.

Print Name and Signature

FOR BUILDING ADMINISTRATOR OR CENTRAL OFFICE USE ONLY

Form received by: _____ Date received: _____

Next action taken: _____
