

STUDENT/PARENT COMPLAINT FORM: LEVEL ONE

In accordance with policy, complaints from students/parents must be filed on the form below. Please examine carefully the contents of the complaint at the Level I Meeting.

1. Name of Complainant: _____

2. Relationship to Student: _____

3. Student Name: _____ Campus _____

4. Please state date of event or series of events or actions giving rise to the complaint or grievance:

5. Please state your complaint linking the harm alleged and the remedy sought:
(Complainant may attach supporting documents to this form for submission)

6. State the specific facts of which you are aware to support your complaint
(List in detail, you may attach other documents if needed)

Signature _____ Date of Submission_____

Signature of School Official receiving the complaint_____

Date Complaint was received_____

DATE ISSUED:
ADOPTED: 12/13/2004
AMENDED:
FNG (LOCAL)-E

