



COMPLAINT FORM

Parent Name _____

Student Name (if Applicable) _____

Prior to filing a written complaint the complainant should have an informal conference to try to resolve the situation.

- I have spoken to the principal/supervisor regarding this issue
- I have not spoken to the principal/supervisor regarding this issue

Please complete this section regarding the nature of your complaint so your complaint may be routed to the appropriate department.

<u>Student Concerns:</u>	<input type="checkbox"/> Discipline	<input type="checkbox"/> Attendance	<input type="checkbox"/> Class/Teacher Issue
	<input type="checkbox"/> GATE	<input type="checkbox"/> Child Care	<input type="checkbox"/> Student Records
	<input type="checkbox"/> Section 504	<input type="checkbox"/> Safety	Other: _____

<u>Administrative Services Issues:</u>	<input type="checkbox"/> Grounds	<input type="checkbox"/> Field Use	<input type="checkbox"/> Transportation
	<input type="checkbox"/> Safety	Other: _____	

<u>Special Education:</u>	<input type="checkbox"/> Transportation	<input type="checkbox"/> Placement	Other: _____
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<u>Other:</u>	<input type="checkbox"/> Complaint Against Employee	Other: _____
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STATEMENT OF COMPLAINT: _____

Signature _____ Phone Number _____ Date _____

PRINCIPAL / SUPERVISOR'S RESPONSE: _____

Signature _____ Date _____