



# Sun Prairie Area School District

Futures depend on us...every child, every day.

## Step 3 Complaint Form for Procedure BDDI-R(1)

*This form must be submitted within ten (10) business days of the Step 2 meeting with the supervising administrator.*

Please return this form to the Director of Student Policy and School Operations at the District Support Center, 501 S. Bird Street, Sun Prairie, WI.

Please be as specific as possible with details. *(Attach additional pages or supporting documents if needed.)*

1. Your name and contact information:

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2. Name of the supervising administrator involved in Step 2:

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3. Date of the Step 2 meeting with the supervising administrator:

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4. Describe the concern/complaint that was not resolved at Step 2:

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5. Provide a summary of the Step 2 meeting and the outcome:

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6. What resolution are you seeking at Step 3?

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