Public Complaint Form - Level One

Note: Informal resolution is encouraged but does not extend any deadlines in GF (LOCAL), except by mutual written consent.

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator within the time established in GF (LOCAL). All complaints will be heard in accordance with GF (LEGAL) and (LOCAL) or any exceptions outlined therein. *(Please print)*

Name_____

Address_____

Telephone number (____)_____**Email address**_____

Campus_____

If you will be represented in presenting your complaint, please identify the person representing you

Name: _____

Address: _____

_____

Telephone number: _____

Email address: _____

Please describe the decision or circumstances causing your complaint (give specific factual details).
What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.
Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.
Please describe the outcome or remedy you seek for this complaint.

_____

Signature of Complainant

_____

Signature of Complainant's Representative

_____

Date of Filing

Please note: A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint. Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.