



IB Parent Complaint/Feedback Process

Parents and students have the right to submit concerns, complaints, or feedback regarding decisions related to the IB Programme. To ensure that all concerns are addressed fairly and promptly, please follow the process outlined below:

1. Complete the **IB Parent Complaint/Feedback Form**.
2. Submit the completed form via email to the **IB Coordinator** at your designated campus.
3. Upon receipt, the IB Coordinator and campus administration will carefully review the concern, discuss the matter, and determine appropriate next steps.
4. The outcome of the review will be communicated to the parent and/or student in a timely manner.
5. A copy of the completed form and any related documentation will be maintained on file for future reference.

Date: _____

Student Name: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Grade Level: _____

Nature of Feedback/Concern

Please provide a detailed description of your feedback, concern, or complaint regarding the IB Programme. Include any relevant dates, individuals involved, and supporting information.

Desired Resolution or Outcome (Optional)

Parent/Guardian Signature: _____

Date: _____