GRAND ISLAND PUBLIC SCHOOLS

Student/Parent/Guardian Complaint Form
(Policy 8420 STUDENT DUE PROCESS RIGHTS)

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the principal or appropriate administrator within ten days of the time you knew or should have known of the event or series of events causing the complaint.

1. Name:
   Address:

   Phone number:

2. Campus:

3. If you will be represented in voicing your appeal, please identify the person representing you.
   Name:
   Address:

   Phone number:

4. Please describe the decision or circumstances causing your complaint (give specific factual details).

5. What was the date of the decision of circumstances causing your complaint?

6. Please explain how you have been harmed by this decision or circumstance.

7. Please describe any efforts you have made to resolve your complaint informally and the response to your efforts.

8. With whom did you communicate?
   On what date?

9. Please describe the outcome or remedy you seek for this complaint.

Attach to this form any documents you believe will support the complaint: if unavailable when you submit this form, documents may be presented no later than the conference. Please keep a copy of the completed form and any supporting documentation for your records.

Student or parent/guardian signature Date

Signature of student or parent/guardian representative Date

Signature of staff member taking the complaint Date

Notice of Nondiscrimination

The Grand Island Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Associate Superintendent for Student Services, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900; sstephens@gips.org

Employees and Others: Director of Human Resources, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900; ckolar@gips.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at Office for Civil Rights, Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.