

COMPLAINT FORM

NAME _____

POSITION/TITLE _____
(If parent or student, put "parent" or "student")

DAYTIME PHONE _____

INSTRUCTIONS: The Complaint procedure has four steps. The first is informal resolution, the second and potentially third are a formal written Complaint to administration and/or the school director, and the fourth a review by the Board of Trustees. This form may be used by an employee, parent, or student to initiate a formal Complaint at Step 2.

If you are considering initiating a Complaint, you should review the complete Complaint policy, available from the office manager.

STEP 1 INFORMAL RESOLUTION

Step 1 of the Complaint process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

STEP 2 FORMAL COMPLAINT

From the date of the event, you have 15 working days to file a formal, written Complaint. The written Complaint is considered filed when it is submitted to a member of school administration or the Board of Trustees, as outlined in policy. You must provide the following information:

1. The date of the event that is a violation of law or policy leading to the complaint. _____
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

_____ Total number of pages attached _____

3. The resolution or remedy you want.

_____ Total number of pages attached _____

4. Complainant signature and date filed with administration.

Grievant's Signature

Date

Administrator's Signature

Date received

STEP 3 FORMAL COMPLAINT

If you do not resolve your Complaint at Step 2, you may advance the Complaint to Step 3 by notifying the school director or Board of Trustees, as outlined in policy. The notification must be in writing on this form and must be received within 10 working days of receipt of administration's response at Step 2.