

INSTRUCTIONS: Complete sections I and II of this form when filing a formal complaint. Within three (3) work days after filing the complaint with the principal/supervisor, you will be contacted to set up a meeting to discuss the complaint.

Part I – COMPLAINANT INFORMATION (to be completed by Complainant)

Complainant _____ Phone #: _____

Complainant Address _____ Alternate #: _____

Email Address: _____

Date, time and location where incident occurred _____

Witness _____ Witness _____

Student Name (if applicable) _____

Grade _____ School _____

Yes No Prior to filing this Formal Complaint, I have discussed my complaint/concern with the principal/supervisor through an informal complaint process. If yes, describe the informal process _____

If no, explain why _____

Part II – INCIDENT INFORMATION (to be completed by Complainant)

Describe the incident(s) as clearly as possible, including such details as any verbal statements (i.e. threats, requests, demands); etc

Action Requested _____

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____/_____/_____ Complainant _____/_____/_____ Received by

**Formal Complaint
from the Public** (continued)

A copy of the complaint was forwarded to the Principal/Administrator on _____.

Date and location of scheduled meeting: _____

Individuals contacted to attend meeting _____

Yes No Principal/Supervisor or Complainant will bring legal counsel to meetings. Other participants contacted

Part IV – MEETING INFORMATION (to be completed by Principal/Administrator)

Date and location of scheduled meeting: _____

List participants _____

Others, please explain _____

Action on Complaint _____

Describe the final resolution or the next step(s) to a resolution:

Yes No Additional Meeting Date and location of next meeting: _____

Individuals to contact for next meeting _____

_____/_____/_____
Date Complainant _____/_____/_____
Date Principal/Supervisor

_____/_____/_____
Date Witness _____

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