



COMPLAINT FORM

Name: _____

Address: _____

Telephone: _____ (day)

Telephone: _____ (evening)

School site and person you are filing a complaint against:

Has this been discussed with him/her? Y/N

Date:

Has the complaint been discussed with the principal or supervisor? Y/N

Date:

Description of Complaint: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.