

EXHIBIT **EXHIBIT**

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES
COMPLAINT FORM**

(To be filed with the school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)
Additional Pages may be attached if more space is needed.

Please Print:

Name: _____ Date: _____

Address: _____

Telephone: _____ Another phone where you can be reached _____

During the hours of: _____

E-mail address: _____

I wish to complain against:

Name of person, school (department), program, or activity: _____

Address: _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note relevant dates, times, and places.*

