

PUBLIC CONCERNS AND COMPLAINTS

(This Form to be submitted to the Superintendent)

Persons (s) or group filing complaint \_\_\_\_\_

Complainant's address: \_\_\_\_\_ Complainant's phone: \_\_\_\_\_

Complainant's e-mail address: \_\_\_\_\_

Date complaint is filed: \_\_\_\_\_

Has problem been discussed with the school administration?

Yes

No

Date: \_\_\_\_\_

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

Multiple horizontal lines for writing the summary of charges.

Identification of other witnesses or persons with information about concern.

Five horizontal lines for writing identification of other witnesses or persons.

**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

Eight horizontal lines for writing the projected solution.

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Assisting Complainant

\_\_\_\_\_  
Date

The administration shall give one (1) copy to the complainant and retain one (1) copy for the file.

A written addendum may be attached when all information pertinent to this exhibit has been addressed by the complainant.