

## Program or Staff Complaint Form

## I. Contact Information

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**II. Staff Member(s) or Program(s) that are the subject of your complaint. Include name of school if applicable:**

You are filing this complaint on behalf of:

\_\_\_\_\_ yourself      \_\_\_\_\_ your child      \_\_\_\_\_ another student      \_\_\_\_\_ a group

**III. Have you attempted to address your complaint through the informal complaint process before initiating a formal complaint ?**                      **Yes**                      **No**

#### **IV. Details Statement of Complaint**

Please describe the nature of your complaint. Include as much detail as possible including dates and whom you have been in contact with regarding this complaint. Attach additional pages if needed.

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