

**Citizen Complaint to the Board**

The Board will consider complaints regarding Board actions and policy matters. All other complaints should be directed to the school administrative unit(s) in which the problem arises.

Complaint initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Complainant represents  himself/herself  organization, specify \_\_\_\_\_

What is your initial complaint? Use full names, dates, exact occurrences, if appropriate. Attach additional page(s) if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What result(s) are you seeking from this complaint? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check the levels of school administrative units with whom you have discussed this complaint, as per Policy 10.2.

Teacher  Principal  School Council (where appropriate)  Superintendent/designee

What response have you received from these different administrative levels?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*What action are you requesting the Board to consider? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level(s).

Review/Revised:03/31/03