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Has the complaint been addressed with the person (if applicable), the principal or supervisor?

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If so, when did the discussion take place and what was the result?

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What is your desired outcome of this complaint?

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I certify that the information I am providing on this form is true and accurate.

\_\_\_\_\_  
Complainant's signature

\_\_\_\_\_  
Date

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*For Office Use Only*

*Date Complaint Received* \_\_\_\_\_ *By* \_\_\_\_\_

*Informal Complaint* \_\_\_\_\_ *Date of Informal Resolution* \_\_\_\_\_

*Formal Complaint* \_\_\_\_\_ *Date of Formal Resolution* \_\_\_\_\_