File: KL-E1

WALL SCHOOL DISTRICT 51-5 COMPLAINT FORM

DIRECTIONS: Answer all questions. Use additional sheets if more space is needed.

Name_____ Date_____

Address_____

_____ Telephone_____

1. Please make a concise statement of the complaint.

2. What steps have you taken prior to filling out this form to deal with your concern? (For example, have you had a conference with the personnel involved?)

3. What action do you feel should be taken to correct the situation? Be specific.

Signature _____

NOTE: Form **File: KL-E2** must be filled out at each step of the complaint process.