

STEP 1

Complaint received by: _____ Date: _____
(Administrator in charge)

Written response by: _____ Date: _____
(Administrator in charge)

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STEP 2

Complaint received by: _____ Date: _____
(Superintendent)

Written response by: _____ Date: _____

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STEP 3

Request to be placed on school board agenda received by:
_____ Date: _____
(Superintendent or designee)

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STEP 4

Complaint discussed by school board on: _____ Date: _____

Written response sent on: _____ Date: _____

(School Board President)