

## **Formal Complaint Form**

To file a formal complaint, the complainant must submit a *Formal Complaint Form* electronically or in writing within 14 working days following the last discussion that concluded the informal process (per <u>Board Policy 9130: PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS</u>). The Superintendent or designee shall respond in writing within ten (10) working days of form submission.

	Please describe the specific nature of the complaint a the facts giving rise to it.	
B.	scribe the manner in which it is alleged that the complainant (or child of a nplainant) has been adversely affected.	
C.	Please detail the action that the complainant recomm that such action should be taken below.	ends and the reasons why it is felt
	Name of the Complainant (please print)	Date Submitted

If the space provided above is not sufficient for fully expounding on the nature of and reasoning for your complaint, please attach additional documentation to this form as appropriate.