

Complaint Form Level 1

Level 1 Complaint Form is to be used to file complaints by individuals regarding student matters, personnel, or policy violations. Level 1 calls for the complaint to be submitted to the employee most immediate to the situation at hand. This employee will respond to the complaint and attempt to resolve the matter, considering school policy and procedures.

Name of Complainant: _____ School/Building Applicable: _____ Date: _____

Complaint Details:

OFFICE PERSONNEL ONLY

Investigation Findings:

Proposed Resolution:

Complainant Notified: Yes No Date: _____

Respondent Notified: Yes No Date: _____

Investigator: _____ Title: _____

Signature of Investigator: _____ Date: _____