

# Complaint Form Level 2

Level 2 Complaint Form is to be used to document complaints by individuals regarding student matters, personnel, or policy violations that were not resolved after filing a level 1 complaint. Level 2 complaints should be filed with the Principal of the building and/or the most immediate supervisor of the staff member who attempted to resolve the level 1 complaint.

Name of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

School/Building Applicable: \_\_\_\_\_

**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: \_\_\_\_\_