

# Complaint Form Level 4

Level 4 Complaint Form is to be submitted to the Superintendent only after levels 1, 2, and 3 fail to resolve the initial complaint. Details in this form should address the initial complaint and why the explanations or resolutions previously presented in levels 1, 2, and 3 do not suffice. The Superintendent would rule on the matter at this level and, if the complainant is still unsatisfied, he/she may submit a written request to have a hearing with the school board. The board may or may not elect to grant a hearing with the complainant.

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: \_\_\_\_\_