



FORMAL COMPLAINT FORM

(To be submitted to the Deputy Principal)

Complainant's Name: _____ **Date:** _____

Best Contact Phone Number: _____

Note: In most situations the complainant must have initiated the Informal Complaint Procedure before filing a written formal complaint. The statement need not follow any particular format but shall include sufficient information to clarify the issues relating to the complaint, a description of any actions already taken and an indication of the resolution sought. This form will be provided to the other party(s) to the complaint, subject to confidentiality after considering the rights of the person(s) against whom the complaint is made against the needs for confidentiality of the complainant.

Summary of Complaint:

Action already taken:

List persons who may be contacted to provide further information:

(use additional paper if necessary)

Remedy Sought: _____

Signature of Grievant: _____