

**EXHIBIT** **EXHIBIT**

**STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

**COMPLAINT FORM**

(To be filed with the school administrator or the administrator's supervisor,  
or with a professional staff member who will forward it to the  
school administrator or the administrator's supervisor)  
Additional pages may be attached if more space is needed.

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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