



Send the completed form and supporting documentation to the Principal or Superintendent as outlined in Policy 310

Last Name: _____ **First Name:** _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Email address: _____

1. What is your major complaint? _____

2. Give the name of the person(s) involved in the complaint. Provide details, including names of witnesses and a chronological timeline of events and communications. _____

3. State what you have done to try to solve the problem. _____

4. What outcome do you hope to accomplish? _____

Signature: _____ **Date:** _____