



Formal Complaint Form for Students

Name of Student Filing Complaint: _____		Today's Date: _____
Student e-mail: _____	Student phone #: _____	Student ID #: _____
Description of complaint (date, place, time, people involved, details): 		
Attempts made to resolve as an informal complaint: 		
Statement of desired outcome: 		

Student signature: _____

Administrator receiving complaint completes items below this line.

Date complaint received _____
Results of investigation _____
Resolution and action taken _____
Signatures _____ _____