## Tool 5: Model Complaint Form

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| **Part A: To Be Completed by Person Bringing Complaint** | |
| Name of person bringing complaint: | Today’s date: |
| Person bringing the complaint is a: (check one)  ⬜ Parent or Guardian  ⬜ Staff  ⬜ Community Member  ⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: |
| Email address: | Telephone number: |
| Name of charter school: | Name of student involved, if applicable: |
| Grade of student involved, if applicable: | Date of incident, if applicable: |
| Have you met with or contacted charter school leadership? Y/N  If yes, date of meeting/contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please attach any correspondence between you and school leadership related to this complaint.** | Have you met with or contacted the charter school’s Board of Trustees? Y/N  If yes, date of meeting/contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please attach any correspondence between you and the board related to this complaint.** |
| Please provide or attach a detailed statement of the nature of the complaint: | |
| Please describe the action or relief you are seeking: | |
| **Part B: To Be Completed by Authorizer** | |
| Date received: | Name of person completing initial review: |
| Date confirmation of receipt sent to person submitting complaint: | Date notification of complaint sent to charter school: |
| Resolution and/or actions taken: | |