## 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:  |