

**Student Complaint Procedure**

Complaint's Name \_\_\_\_\_ Date \_\_\_\_\_

Class/Sport/Activity \_\_\_\_\_

1. Describe your complaint:
  
2. Describe the problem that led to the complaint:
  
3. What steps have been taken to resolve the problem?
  
4. What adjustment is sought?

\_\_\_\_\_  
Signature of person initiating the complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person in charge

\_\_\_\_\_  
Date

Submitted to the principal for review on \_\_\_\_\_ (Date)

**Principal's Recommendation:**

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

Submitted to superintendent if not resolved \_\_\_\_\_ (Date)