

Elgin School District 23

Code: **KL-AR**
Adopted: Unknown
Readopted: 8/19/13

Public Complaints/Athletic Complaint Procedure

Complainant's Name _____ Date _____

Sport _____

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 athletic director or coach

Date

Submitted to the principal for review on _____ (Date)

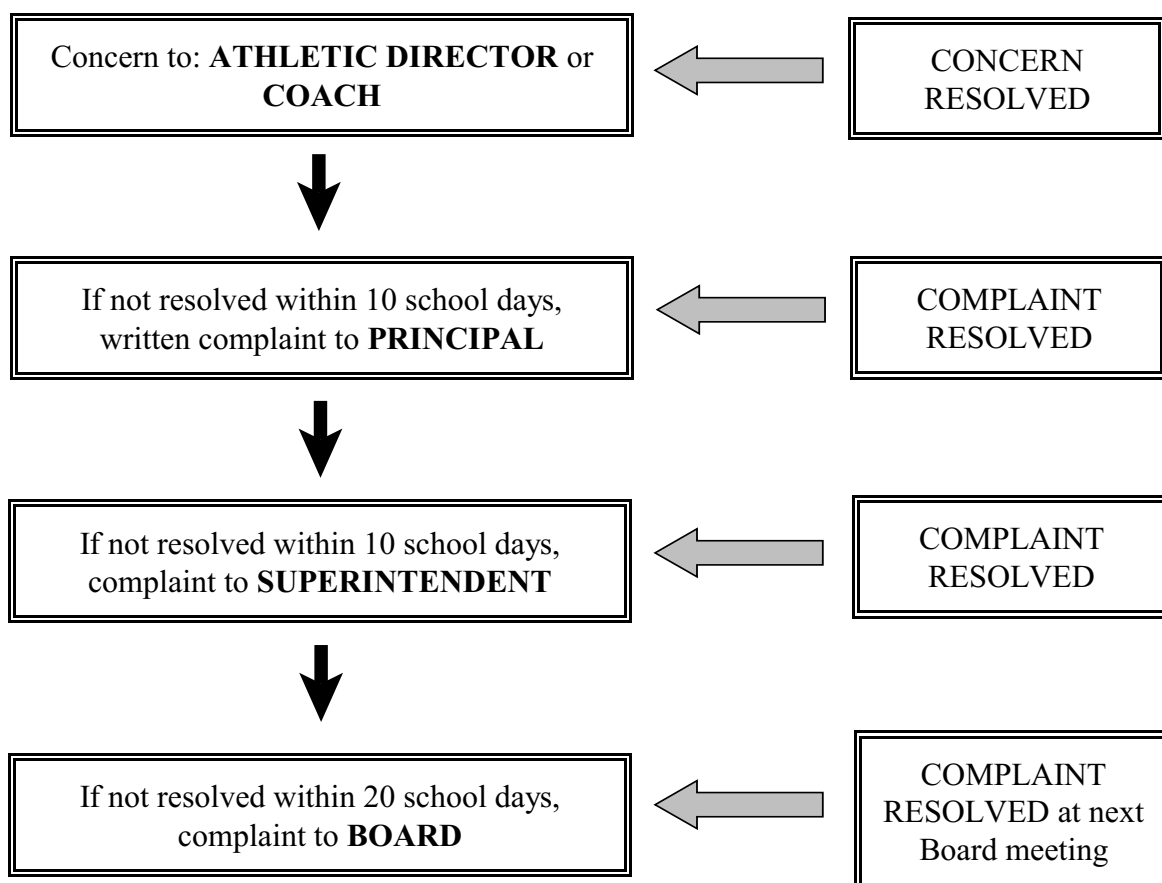
Principal's Recommendation

Signature of principal

Date

Submitted to superintendent if not resolved at site _____ (Date)

ATHLETIC COMPLAINT PROCEDURE FLOW CHART



The flow chart above provides for the handling of patron athletic concerns in an orderly effective manner. As indicated, any patron who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may be resolved; (2) if the concern is not resolved at step one, the athletic director will assist the patron in completing the formal complaint. From this point on the procedure is outlined in Board policy KL - Public Complaints.