

Morrow County School District

Code: KL-FORM
Adopted: 5/12/03
Orig. Code(s): 8700-AR

Morrow County School District
Resolution Procedures for Patron Concerns, Inquiries or Complaints
Formal Procedure Form

State concern/complaint: Give dates, times places; summarize informal resolution efforts; submit to immediate supervisor.

Multiple horizontal lines for text entry.

Signature of complainant _____ Date _____

Address _____

Step 1, Resolution 10 working days to respond

Multiple horizontal lines for text entry.

Signature of principal or supervisor _____ Date _____

Step 2, Resolution superintendent level 10 working days to respond

Multiple horizontal lines for text entry.

Signature of district superintendent _____ Date _____

Step 3, Resolution Board level five working days following next regular Board meeting to respond

Multiple horizontal lines for text entry.

Signature of the Board chair _____ Date _____