



COMPLAINT FORM / UNIFORM COMPLAINT PROCEDURES

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

I have read the school district policy on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state laws or regulations governing the following educational program which is covered under this procedure.
(State or federally funded educational program in which the alleged violation occurred or other violation covered under the Uniform Complaint Procedure)

If this complaint is not subject to the Uniform Complaint Procedure, the district representative should list below the agency to which the complainant has been referred.
(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures)

NATURE OF COMPLAINT: Describe the nature of the alleged violation. If this complaint involved the educational service provided to a specific child, please give the name, grade, and school of enrollment. Attach additional pages if necessary.

Multiple horizontal lines for describing the nature of the complaint.

DATE OF VIOLATION: \_\_\_\_\_

(Must be within six [6] months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

MEDIATION: I have been offered and \_\_\_\_\_ an opportunity for mediation of this complaint. (accept/reject)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint Received By: Name Title Date