

Western School Corporation Parent Complaint Form

Level of complaint:

Classroom_____ Building_____ Corporation_____ Other_____

Name: _____

Telephone: _____

E-mail: _____

Address: _____

Students Name: _____

School and Grade: _____

1. Who or what is your complaint against?

**2. If the complaint is against the person, has this been
discussed with him/her?**

Yes ☐ **No** ☐ **Dates:** _____

DESCRIPTION OF COMPLAINT: Please, include all important information such as the location, names, dates, who was present, and to whom it was reported.

What remedy or action do you suggest?

This complaint will be submitted to the Office of the Superintendent.

Complaints at the Classroom or Building Level—a copy will be provided to the building principal

Complaints regarding Transportation—a copy will be provided to the Western Director of Operations

A timely response from the Office of the Superintendent will be provided. Additional information or action may be required for resolution.