

COMPLAINT CONCERNING STAFF OR PROGRAM

LOPEZ ISLAND SCHOOL DISTRICT #144

In accordance with the Lopez Island School District Policy 4220, the following information complies with the formal complaint procedures. This written statement is submitted to the building principal in regards to the matter and an outcome will be communicated to the complainant in a timely manner.

The formal complaint is in regards to:

- Staff Member: _____
- Program: _____

Date the formal complaint was submitted: _____

Person making the formal complaint: _____

Contact number that I can be reached: _____

Reason for the complaint:

Signature: _____ **Date:** _____

DISTRICT
Conference meeting or contact with complainant on: _____,
method of communication: _____