



GRIEVANCE FORM FOR STUDENTS, CLIENTS, PARENTS/GUARDIANS, AND VISITORS

*This form may be used by students, clients, parents/legal guardians, or visitors to file a formal grievance.*

Name of Person with Grievance: \_\_\_\_\_ Date: \_\_\_\_\_

Student/client's Name (if applicable): \_\_\_\_\_

Complaint first reported to: \_\_\_\_\_ Date: \_\_\_\_\_

Reported via:  Phone  In person  Other: \_\_\_\_\_

Actions taken by this person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance (explain in detail-including names of staff involved and location):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current actions taken and/or what you want to happen to resolve this issue:

\_\_\_\_\_

\_\_\_\_\_

If you have a grievance, this form should be completed and given to the appropriate Director for review. You may continue on the back or on another sheet of paper if more room is needed. A resolution to your written grievance will be provided within 10 days. If you are not satisfied with the resolution, you have the right to appeal the decision. Refer to the organizational charts and grievance procedures posted in the lobby at each campus, the Parent Handbook, and the Student/Client Orientation Handbook for steps to follow and names, addresses, and phone numbers of whom to contact.

Signature of Person with Complaint: \_\_\_\_\_ Date: \_\_\_\_\_

**For company use only:**

Received by: \_\_\_\_\_ on \_\_\_\_\_ (date). Response required in writing within ten working days and written documentation of resolution to individual within 20 working days.