

PUBLIC COMPLAINTS

GF
(EXHIBIT)

The following pages are used by the District:

Exhibit A: Public Complaint — 1 page

Exhibit B: Public Appeals — 1 page

EXHIBIT A

PUBLIC COMPLAINT

Any individual wishing to file a complaint must fill out this form completely and submit it to the appropriate administrator. All complaints will be processed in accordance with GF (LOCAL).

1. Name _____

2. Patron _____

Address _____

3. Please state the date of the event or series of events causing the complaint.

4. Please state your complaint, including the individual harm alleged.

5. Please state specific facts of which you are aware to support your complaint.

6. Please state the remedy you seek for this complaint.

Signature _____

Date submitted _____

EXHIBIT B

PUBLIC APPEALS

This form must be filled out completely by an individual appealing a Level Two decision, in accordance with GF(LOCAL).

1. Name _____
2. Patron _____
Address _____

3. To whom did you last present your complaint? _____
Date of conference _____
4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.
Name _____
Address _____
Telephone _____
5. Attach a copy of your original complaint. (No new information may be added at this time; provide all original documentation.)
6. Attach copies of the Level One and Level Two decisions, if applicable.

Patron signature _____

Date submitted _____