

You may continue on separate paper or attach additional documents, if you wish. Number of additional pages attached =

What action if any, you have already taken to try and resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

What actions do you feel might resolve the problem at this stage?

Signature:		Date:	
School use: Date form received: Received by: Date acknowledgement sent: Acknowledgement sent by:			
Complaint referred to:			
Date:			

Complaint Review Request Form

Your name:

Your address:

Daytime phone number:

Evening phone number:

Dear,

I have submitted a formal complaint to the school on I am dissatisfied by the procedure that has been followed. My complaint was submitted to..... and I received a response from on I have attached copies of my formal complaint and the response (s) from the school.

I am dissatisfied with the way in which the procedure was carried out because:

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Signature:

Date:

School use:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to:

Date: