

# Howell Mountain School District – General Complaint Form (Confidential)

Form 1312.1

<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	

**Nature of Complaint:** (Check all that Apply) **PLEASE NOTE:** For complaints regarding categorical programs, such as Title I, please use form 1312.3

Staff     Facility     Curriculum     After School     Other —

<b>Narrative:</b> <i>Please explain your complaint in detail. Add additional pages if needed.</i>	<b>Time and Date:</b> (If applicable)
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**OFFICE USE ONLY**

Date Received & Initials  
\_\_\_\_\_

Date Reviewed by Admin & Initials  
\_\_\_\_\_

Action of Administrator:

**BOARD USE ONLY**

Date Placed on Agenda & Initials  
\_\_\_\_\_

Date of Final Action & Initials  
\_\_\_\_\_

**Resolution:** *Please tell us how you would suggest this problem be resolved. Add additional pages if needed.*

Signature

**Final Disposition:** *(Board and Administration Use Only)*

Signature