

URBANA SCHOOL DISTRICT #116

POLICY COMPLAINT FORM #2.133

DIRECTIONS: Please answer all of the following questions. For additional information, please use the other side. Upon completion, submit form to superintendent's office.

TO: _____

1. I (We) wish to file the following complaint and/or concern about Board Policy (Give Identification letters & Title) BP _____:

2. Clearly define your concern: _____

3. With whom have you discussed your concern? _____

4. If known, include time(s) and date(s): _____

5. What was the result of the discussion(s)?: _____

6. What are your suggestions and/or recommendations? _____

7. If possible, state how your suggestions and/or recommendations will affect the total district (students, staff, schools, other)? _____

I (we) also understand that if a conference is needed to resolve the problem or concern that I (we) will need to attend, if requested.

Signature

Signature

Address

Address

Phone: _____

Phone: _____