

URBANA SCHOOL DISTRICT #116

**FACILITIES AND SERVICES COMPLAINT FORM #2.134**

**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 a Facility or Service (state the school or service): \_\_\_\_\_  
\_\_\_\_\_

2. Specifically state the 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: \_\_\_\_\_