



# CONCERN, COMPLAINT OR GRIEVANCE FORM

This form should be used by any LCPS student, parent or guardian who wishes to complain or grieve regarding any issue of a student's constitutional rights, equal access to programs, discrimination, harassment, bullying, intimidation or personal safety.

The completed form should be submitted as soon after the date of the cause for the complaint (see II. B. below) as possible. The professional staff member receiving the complaint will submit the completed form to his/her school principal or designee no later than the next school day following the date the complaint was received. If the complaint involves the school principal, the staff member receiving the complaint will forward it to the next administrative level for action.

*Additional pages may be attached to this form if more space is needed.*

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## I. COMPLAINANT INFORMATION

Name of parent/guardian with concern/complaint/grievance \_\_\_\_\_

Student's name \_\_\_\_\_

Student's grade level \_\_\_\_\_ School \_\_\_\_\_

## II. CAUSE OF COMPLAINT/CONCERN/GRIEVANCE

A. I wish to complain against: Name of person(s), school, department, program, event/activity or investigative process you wish to complain against.

B. Specifics of your complaint: State the problem as you see it – 1) the incident, **including the date, time and location**; 2) the person(s) involved; 3) the specific cause for your concern/complaint/grievance; and 4) any attempts you have made to resolve the issue.

C. The names and contact information of anyone who can provide more information regarding your complaint/concern/grievance. (Include name, address, phone number[s] for each person listed.)

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D. What do you think could and should be done to resolve your concern/complaint/grievance?

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### III. SIGNATURES

I certify that all information contained in this form is, to the best of my knowledge, correct and complete.

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Signature of complainant

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Date form submitted

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Signature of principal or staff member receiving complaint

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Date form received

*Original to school principal; copies to complainant, Superintendent of Schools*