



JIS COMPLAINT PROCEDURES

Complaints shall be filed with:

Principal, JIS
Administrator, JIS
Email-Address _____
Home Phone _____

FROM: _____
Address: _____
Email Address _____
Home Phone: _____

1. Identify the offending person or persons (if known).

2. State what happened to cause the complaint. Be specific. (If more space is required, please attach additional pages.)

3. What remedy are you seeking?

4. Describe the informal efforts you made to correct the situation.

You're Signature. _____ Date _____

TO BE COMPLETED BY PRINCIPAL/ADMINISTRATOR

Date Received _____ By _____

Uniform Complaint Policy Complaint Form # __ _ Reference Code _____

Date Resolved _____ By _____