

OFFICIAL COMPLAINT REPORT

Northwest Wyoming Board of Cooperative Educational Services

Basic Data:

- A. _____ B. _____
(Complaint Number) (School Year)
(Office Use Only)
- C. _____ D. _____
(Complainant's Name) (Date Complaint Filed)
- E. _____ F. _____
(Complainant's Address) (City)
- G. _____ H. _____
(State) (Phone Number)
- I. _____ J. _____
(Building) (Assignment)
- K. _____
(Complainant's Signature)
- L. Adopted Board Policy Alleged to be Violated _____

M. Date Complainant knew or should have known of the Act or Condition upon which the Complaint is based:

N. Statement of Complaint (Give Dates and Attach Extra Sheets if Necessary):

O. Evidence (Attach Exhibits):

P. Specific Relief Requested:

II. Informal Level Complaint Report (To Be Filled Out By Supervisor)

A. Date Complaint was Discussed Informally with Supervisor:

B. Action Taken by Supervisor:

(Signature - Supervisor)

(Date)

III. Formal Complaint - Level Two

A. Date Formal Complaint Was Filed _____

B. Date of Meeting _____ Time _____

C. Persons Present At Meeting _____

E. Date of Written Decision _____

E. Disposition Taken By Supervisor _____

(Signature - Supervisor)

(Date)

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IV. Formal Complaint - Level Three

A. Date Formal Complaint Received by Administrative Director _____

B. Date of Appeal Meeting (If Any) _____ Time _____

C. Persons Present at Appeal Meeting _____

D. Date of Written Decision _____

E. Disposition Taken by Administrative Director _____

(Signature - Administrative Director)

(Date)

V. Formal Complaint - Level Four

A. Date Formal Complaint Received by Board _____

B. Date of Hearing _____ Time _____

C. Persons Present At Hearing _____

D. Board Decisions For Final Disposition of Complaint _____

(Signature)

(Date)