

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)

4013a

Adopted 11-21-02

Revised 2-27-13

Reviewed 2-22-17

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)