

# Complaint Form

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Name of Person Filing Complaint

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Contact Information

## Step 1 – Informal Resolution

**Step 2 – Complaint.** After first attempting a resolution in Step 1, a written complaint must be filed with the Department Administrator. Please provide the following information:

Date of Informal Meeting (and summary result):

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Specific Complaint:

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Suggested Resolutions:

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Complainant Signature and Date:

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Received by SCESD Administrator Signature and Date: