



Public Concerns and Complaints KE-E

It is the policy of Tucson Unified School District to review concerns and complaints in an orderly and timely manner. Please use this form to initiate a review.

Date: _____

Person Initiating Concern or Complaint: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

My specific concerns or complaints are:

I recommend the following to resolve my concern or complaint:

Procedures for Resolution of Concern

Step 1. I have discussed my concern with school personnel (teacher, counselor, staff member)

Yes **No**

Step 2. I have discussed my concern with school site administrator (principal, assistant principal).

Yes **No**

Step 3. I have discussed my concern with the appropriate school community liaison at District level (Community Resolution Center or Welcome Center)

Yes **No**

Step 4. I have written an appeal to the next level supervisor _____

Yes **No** (name of supervisor)

Signature: _____ **Date:** _____

<p>OFFICE USE ONLY</p> <p>Resolution of Complaint _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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