



Formal Student Grievance Form

Date: _____

A. Briefly describe the facts of this formal complaint.

B. Briefly describe what actions you recommend for successful resolution of this formal grievance.

For Administrative Use Only—below this line

This formal complaint form was received by: _____ Date: _____

Measures taken to resolve this grievance (indicate people responsible and dates):

Instructions: Complete and file this form with the coordinator responsible for your English Language program, or give it to the teacher you feel most comfortable with to file on your behalf.