

# Aurora Charter School

## General Complaint Form

**Complainant Information\***

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Relationship with School (3<sup>rd</sup> grade parent, Bus Driver, etc.) \_\_\_\_\_

Phone No: \_\_\_\_\_

Date of incident/occurrence: \_\_\_\_\_

Time of Incident/occurrence: \_\_\_\_\_

\*Complainant information is OPTIONAL and information entered will be confidential

**Describe in detail the incident or general occurrence that the complaint is about**

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**Administrative Response**

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**For Office use only**

Action Taken: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_

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Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_