



# McIntosh County Schools

John D. Barge, Ed.D  
Superintendent

## PARENT COMPLAINT FORM

NOTE: PLEASE RETAIN A COPY FOR YOUR RECORDS

This form follows steps listed in McIntosh Schools Board Policy 2008.

**Step #1** The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.

**Step #2** The second step is for the complainant to speak to the building principal. If the issue is not resolved the building principal should encourage the complainant to complete this form to register a written complainant regarding a specific problem or concern during the school year. (If complaint is about the building principal please submit form to the Superintendent of Schools)

**Step #3** The third step is for the complainant to speak to the superintendent and/or designee.

Parent's Name _____
Student's Name _____
Phone Number _____

NOTE: The Principal shall respond in writing within five working days.

**State your complaint. Please describe your concern in your own words.**

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**What do you want to happen to resolve the problem/issue?**

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<b>To be completed by the school/office</b>	
Form received by: _____	Date: _____

Parent/guardian complaint form (continued)

THE PRINCIPAL SHALL RESPOND IN WRITING WITHIN FIVE WORKING DAYS

Administrator's/Principal's Response:

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Administrator's/Principal's Signature: \_\_\_\_\_

\_\_\_\_\_ Letter to Parent                      Date \_\_\_\_\_

\_\_\_\_\_ Parent Conference                      Date \_\_\_\_\_

\_\_\_\_\_ Telephone                      Date \_\_\_\_\_

**IF THE COMPLAINT IN QUESTION IS NOT RESOLVED TO YOUR SATISFACTION FOLLOWING YOUR CONTACT WITH THE PRINCIPAL, PLEASE CONTACT THE SUPERINTENDENT.**