

Universal Complaint Form

Helena Flats School District #15

1000 Helena Flats Rd.

Kalispell, MT 59901

406-257-2301 (v)

406-257-2304 (f)

The Board established the Uniform Complaint Procedure (Policy 1700) as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

This written complaint must be filed with the Superintendent within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

Please print

Name of Parent/Guardian:

Name of Student:

Mailing Address:

Street

City

State

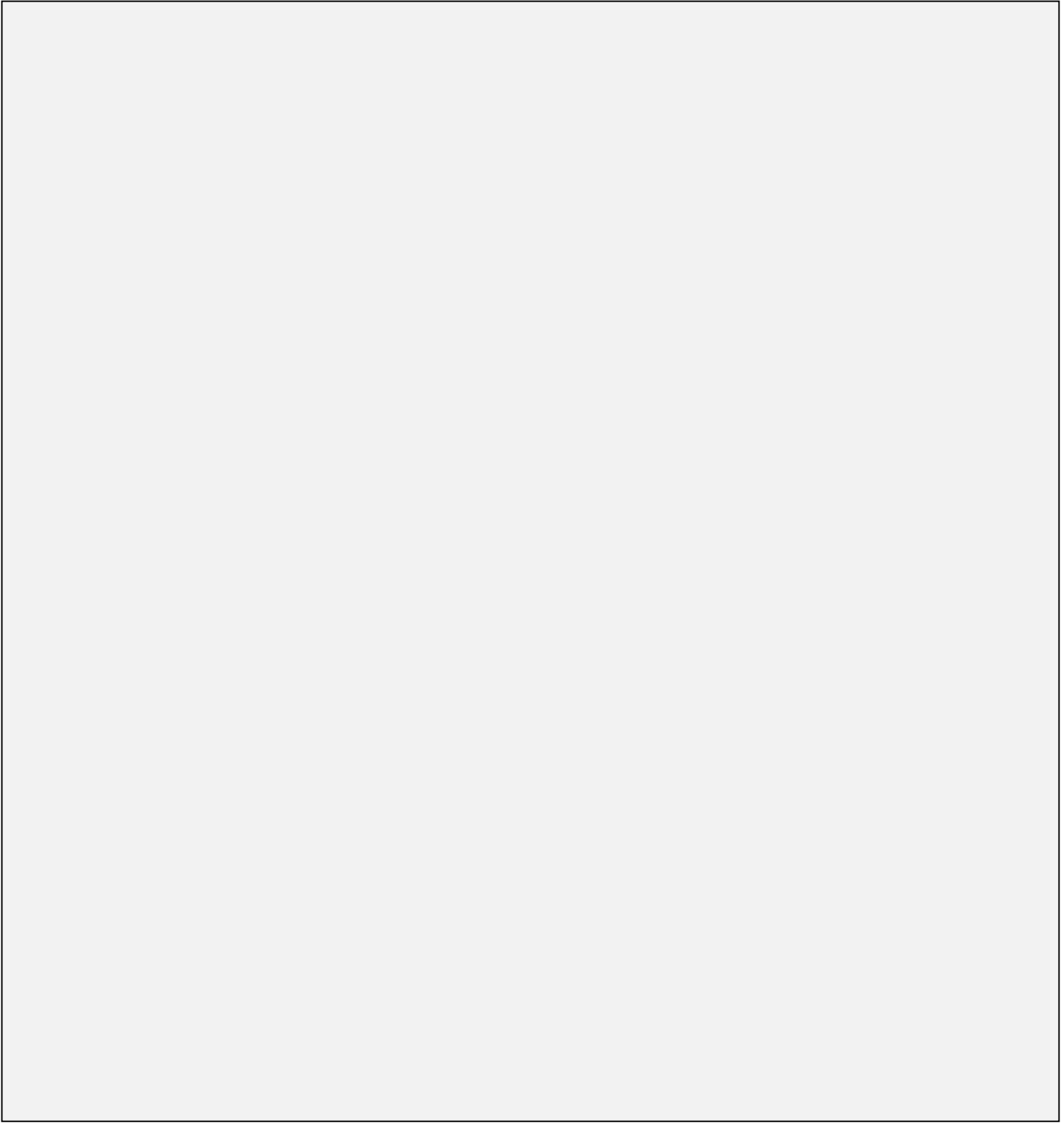
Zip

Phone Number:

E-Mail Address:

Name of individual(s) complaint is being filed against:

Statement of Complaint (attach additional sheets if necessary):



The facts on which the statement is based (attach additional sheets if necessary):

List the name and telephone numbers of individuals who can provide additional information:

Please attach/enclose copies of all applicable documents supporting your position:

Signature and date of complainant:

For school use only:

Date of receipt: _____ **Received by:** _____