

# CCS Complaint Form

This form is intended to allow for anyone to file a formal complaint. Please read [policy 103](#) prior to filling out this form.

\* Indicates required question

1. Please acknowledge you have read the current policy on complaints. \*

*Check all that apply.*

☐ Yes, I have ready policy 103

2. Please describe your complaint(s) or concern(s). Include a description of and event(s) and date(s) associated with this issue if applicable. \*

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3. Have you brought your concerns to anyone at CCS yet? \*

*Mark only one oval.*

☐ Yes      *Skip to question 4*

☐ No      *Skip to question 5*

If yes

4. Please state to whom you brought your concern and describe the outcome?

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*Skip to question 6*

**If no**

5. Please explain why you have not brought your concerns to someone at CCS (director, teacher, board of education)?

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*Skip to question 6*

6. Do you believe this problem can be resolved?

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ Maybe

7. What would you like the next step(s) to be in addressing your concerns?

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8. Are you a.... \*

*Mark only one oval.*

☐ Parent

☐ Student

☐ CCS Staff

☐ Other: \_\_\_\_\_

9. Please provide your contact information so we can follow up with you.

**\*If you do not provide it we will not be able to fully investigate and may not be able to resolve this issue.**

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