

Morrow County School District

Code: KL-FORM
Adopted: 5/12/03
Rescind All: 4/11/16
Orig. Code(s): 8700-AR

Resolution Procedures for Patron Concerns, Inquiries or
Complaints - Formal Procedure Form

State concern/complaint: Give dates, times places; summarize informal resolution efforts; submit to
immediate supervisor.

Multiple horizontal lines for text entry.

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Step 1, Resolution 10 working days to respond

Multiple horizontal lines for text entry.

Signature of principal or supervisor \_\_\_\_\_ Date \_\_\_\_\_

Step 2, Resolution superintendent level 10 working days to respond

Multiple horizontal lines for text entry.

Signature of district superintendent \_\_\_\_\_ Date \_\_\_\_\_

Step 3, Resolution Board level five working days following next regular Board meeting to respond

Multiple horizontal lines for text entry.

Signature of the Board chair \_\_\_\_\_ Date \_\_\_\_\_