

South Whidbey School District Complaint Processing Form

In accordance with Board Policy # 4220 this form is used to document and process citizen complaints which cannot be resolved through conversations or conferencing at the building level. Our goal is to handle each complaint with careful consideration. Each person submitting a complaint will receive a direct response from the superintendent or his/her designee. Please take a moment to fill out this brief questionnaire about the complaint you have, this will allow us to clearly and consistently discuss the complaint with the principal and/or staff member(s) involved, and to document the actions we take.

Date: _____

Name: _____

How May we contact you?

Phone: (____) - _____ - _____

Email: _____

District program or person(s) you have a complaint against:

_____, _____, _____

1. Please describe the exact nature of your complaint (or attach a narrative):

2. What are your suggested solutions for this problem?

Please Return to:
South Whidbey School District
Attn: Kristy Macarro
5520 Maxwelton RD, Langley, WA. 98260
kmacarro@sw.wednet.edu