



Concerns and Complaints Form

Request Initiated By _____ Email _____

Address _____

City _____ Postal Code _____ Phone _____

Student Information | If applicable

Name _____

Address _____ Postal Code _____

School _____ Grade _____

1. Nature of concern or complaint

Attach a copy of any additional information that you would like to provide. This should be a description in your own words about your own concern or complaint. Include all names, dates and places for a complete understanding of your concern or complaint.

2. What action would you like your school or the Calgary Board of Education to take regarding this matter? Please state reasons.

3. Have you spoken with any Calgary Board of Education personnel regarding your concern or complaint?

Yes No

4. If so, what were their names?

5. What was the outcome of the discussion?

6. What steps have been taken to resolve the matter?

To find out more about the concerns and complaints process please contact your school directly. For other questions call the CBE's Public information Line at 403-817-7955.

Signature of Requestor

Date

The personal information on this form is collected under the authority of the Alberta School Act and the Freedom of Information and Protection of Privacy Act. The information will be disclosed only to those individuals who need the information in order to enable them to review and respond to your concerns or complaints. If you have any questions about the collection of information, please contact your school principal.