



If you are unable to find a resolution with the school, you can raise your concern with the education director for your school. If the matter is non-school based, you can raise your concern to the appropriate CBE manager or director by completing and sending this form to their office. Your school can provide the director's name and contact details or you can find the information on www.cbe.ab.ca.

Learn more about the process in [Administrative Regulation 5007 – Concerns and Complaints](#). For other questions contact The Calgary Board of Education's public information line at info@cbe.ab.ca.

Request Initiated By: _____ **Request Date:** _____

Mailing Address: _____ **City:** _____ **Postal Code:** _____

Email: _____ **Phone:** _____

Student Information (if applicable)

First and Last Name: _____ **CBE ID Number:** _____

Primary Address: _____ **City:** _____ **Postal Code:** _____

School Name: _____ **Grade:** _____

1. What is your 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 (CBE) to take about this matter? Please state reasons.

3. Have you spoken with any CBE 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 were taken to resolve the matter?

Name of Requestor

Signature of Requestor

Date (YYYY/MM/DD)

Personal information is collected under the authority of the *Education Act*, the Student Record Regulation and Alberta's *Protection of Privacy Act* (POPA). This information will be used to review and respond to this concern/complaint. Personal information may be input into automated systems for processing and management purposes. It will be treated in accordance with the privacy protection provisions of POPA. If you have any questions about the collection or its intended use, contact your school principal.