COMPLAINT
(Under Grievance Procedures)

A written statement is to be completed by the aggrieved individual and submitted to the Supervisor of the person whose actions are being grieved or to the Children's Services Manager, if the complaint is against a person directly supervised by the Children's Services Manager.

Today's Date: ___/___/___
Date Incident Occurred or Complaint Originated: ___/___/___

Who are all the persons involved in the situation?

_____

Name Address Phone

_____

Name Address Phone

_____

Name Address Phone

_____

Name Address Phone

Statement of Complaint:_____

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Steps already taken to Resolve the Complaint:_____

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Remedy Expected: _____

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Signed: _____ _____

Print name and Relationship to Agency