



## PATRON & PARENTAL COMMENT OR COMPLAINT FORM

Patron/Parent – This form is intended to help resolve issues, arbitrate disputes, facilitate understanding, recognize achievements, and commend success.

Name of Person Filing Complaint: \_\_\_\_\_

Name of Learner (if applicable) \_\_\_\_\_

Relationship: \_\_\_\_\_

Program: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

Description of Concern: (Describe in your own words the nature of the complaint)

What steps would you like to see taken to resolve this problem?

Please Print Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please mail your form to: ESU 13 Administrator, 4215 Avenue I, Scottsbluff, NE 69361 or e-mail it to: [lbarrett@esu13.org](mailto:lbarrett@esu13.org). You will be contacted by the administrator within three working days of the receipt of this complaint.