



## Parent Complaint Form

Date : .....

Any parent who wishes to file a complaint must fill out this form completely and forward it to the Admin of the school. All complaints will be processed according to their type.

Name of child and relation : .....

Phone Number : .....

1. Please state date and day of the event or series of event causing the complaint :

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2. Please state your complaint(Provide a detailed explanation) :

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Incharge

Parent Signature

*Academic complaints addressed by Homeroom Teacher*  
*Administrative complaints addressed by Principal*