



KEC-E - PUBLIC CONCERNS/COMPLAINTS FORM

(Must be filed within 60 days of incident)

School or site location of incident(s):

Date(s) of incident(s):

Description of your concern (attach information where necessary—please sign your name on all attachments):

Outcome you are requesting:

Name: _____ Telephone number: _____

Address:

(Administrator) has reviewed your concern. The following action has been taken:

Date: _____ Administrator Signature: _____

Return to:

Office of School Services
Johannsen Support Services Center, 2407 Laporte Avenue, Ft. Collins, CO 80521

Approved: August 29, 1997
Revised: October 11, 2004