

Office use only

Investigator

Date complaint acknowledged

By Whom

Action Taken

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Principal informed

Corrective Action completed by Date

Outcome letter to complainant completed by Date.....

Attach copies of all documentation (emails, meeting minutes, letters, etc)

Resolution acceptance: Signed: _____	Date: _____	
Letter <input type="checkbox"/>	Email <input type="checkbox"/>	Phone <input type="checkbox"/>

Complaints Officer to file in Complaints File (Central file)