



**Office use only**

Investigator .....

Date complaint acknowledged .....

By Whom .....

Action Taken .....

.....

.....

.....

.....

.....

.....

.....

.....

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)