



ADMINISTRATIVE OFFICES

3701 Hayes Street NE
 Washington, DC 20019
 P (202) 547-3975
 F (202) 547-3449

CAPITOL HILL CAMPUS

709 12th Street SE
 Washington, DC 20003
 P (202) 547-3424
 F (202) 547-2507

CHAVEZ PREP CAMPUS

770 Kenyon Street NW
 Washington, DC 20010
 P (202) 723-3975
 F (202) 723-3976

PARKSIDE CAMPUS

3701 Hayes Street NE
 Washington, DC 20019
 P (202) 398-2230
 F (202) 398-1966

Formal Complaint Form

To be completed by the complainant:

Name:	Phone:
Address:	City, State, ZIP
Email Address:	Cell Phone:
Student:	Student Date of Birth:
School:	Grade:
Please state the nature of your complaint (attach additional sheets if necessary):	
Please state the resolution requested (attach additional sheets if necessary):	
Signature of Complainant:	Date:
<p>Level I: Administrative Disposition – To be completed by the Dean/Supervisor</p> <p>Date Received: _____ Initials: _____</p> <p>Date Contact: _____ Date of Meeting: _____</p> <p>Action on Complaint:</p> <p>Signature: _____ Date: _____</p>	

If you wish to request a review of the resolution offered by the Dean/Supervisor you may do so by forwarding this form with a note explaining your reason for disagreement with the decision to Principal or designee.

Level II: Administrative Disposition – To be completed by the Principal/ Designee	
Date Received: _____	Initials: _____
Action on Complaint:	
Signature: _____	Date: _____