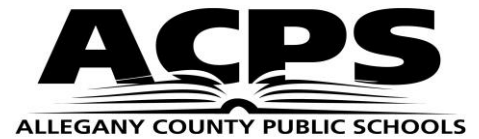


CONFIDENTIAL
PUBLIC FORMAL COMPLAINT FORM*



If you wish to file a formal complaint:

1. Think first about what you want to say about the discussion regarding your complaint.
2. Decide what resolution you seek.
3. Complete the form.
4. Provide all relevant information to the principal who will forward to the appropriate supervisor.

Address: ACPS, Attn: Human Resources
108 Washington Street, PO Box 1724, Cumberland, MD 21502-1724

Your Name (please print) _____

Address _____

Phone – Home _____ Other _____

A good time to call _____

Please describe your concern _____

Have you discussed your complaint with other staff persons in the school system? Please share who, when, and the result. _____

What is the resolution you seek? _____

*Additional forms specific to certain departments may be attached.

RESOLUTION TO FORMAL COMPLAINT

After review of the evidence presented in reference to the concern of
_____, complainant, the decision is as follows:

Signature_____

Title_____

Date_____