

HENRY COUNTY BOARD OF EDUCATION

Official KN Complaint Form

Name of Person Submitting Complaint

Address

Phone Number

Email Address

School

Name of Student

Grade Level

Complaint Information - Please Complete

(Please attach and number additional pages, as needed)

1. Provide a brief statement of the specific allegation(s) (include dates, staff members and witnesses).

2. Provide specific school board policy or legal reference, if applicable.

3. State the relief sought (i.e. what outcome are you requesting).

The above and/or attached information is true and correct to the best of my knowledge.

Date

Signature of Complainant

Date Complaint Received

Signature of Administrator

PLEASE NOTE: This form must be signed and mailed to Administrative Services at 33 N. Zack Hinton Parkway, McDonough, Georgia 30253

Henry County Board of Education
Revised April 2013