

SCHOOL DISTRICT OF ALTOONA  
REQUEST FOR RESOLVING PUBLIC COMPLAINTS

This form is to be prepared by any individual from the public who wishes the District to process a concern about an employee or a program of the District.

I wish to have the District process my concern about the services of the following individual or program:

\_\_\_\_\_  
(Individual or Program)

1. These are my specific concerns. It is my opinion that \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. I have received/discussed these concerns with the following school district employees

\_\_\_\_\_  
\_\_\_\_\_

3. My recommendation for improving the performance of the Individual or Program

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I have observed the situation myself. \_\_\_\_\_ Yes \_\_\_\_\_ No

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Cross Ref: KL, KL-R, KLD

Approved: 03/05/90