

**PUBLIC WRITTEN COMPLAINT FORM**

HEREFORD ISD SCHOOL BOARD POLICY – GF

Any citizen filing a complaint must fill out this form completely and submit it to the appropriate administrator. All complaints will be processed in accordance with GF (LEGAL and LOCAL) or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Please state the date of the event or series of events causing the complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please state your complaint, including the individual harm alleged.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please state specific facts of which you are aware to support your complaint (list in detail).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please state the remedy you seek for this complaint.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date Submitted

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Hereford ISD  
059901