

COMPLAINT FORM

If you have any questions about the complaint resolution process, visit our website at www.wbe-education.ca

You can also call WBE at 705-859-3834 or Chairperson at 705-859-. If you wish to proceed with a complaint, please follow the instructions below.

Complete this complaint form and after filling it out, either mail, e-mail or fax it to the Chairperson with any supporting documents you wish to include, at the address on page 4.

If you are submitting a complaint form on behalf of another person, please complete this section with your contact details. Fill out the rest of the form with complaint and contact information for the person on whose behalf you are acting.

Title: _____ First Name: _____ Last Name: _____

Street/PO Box/RR: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Please describe your relationship to the person for whom you are making a complaint:

Section A: Your contact information

Person #1

Person #2 (if applicable)

Title: _____

Title: _____

First Name: _____

First Name: _____

Last Name: _____

Last Name: _____

Daytime Phone: _____

Daytime Phone: _____

Evening Phone: _____

Evening Phone: _____

Email Address: _____

Email Address: _____

Mailing Address:

Street/PO Box/RR: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Section B: Details of your complaint

1. Name of the School that is related to the complaint:

2. Type of complaint this is about:

- Policy Issue _____
- Human Resources Issue _____
- Appeal

Other, please list below:

3. Summary of your complaint (please use other side of form as necessary)

4. Have you followed the steps of the complaint resolution process? **Yes** **No**

If NO, please explain:

If YES, please provide the name of the person at WBE with whom you last discussed this complaint:

Section C: Send us the complaint and supporting documents

Send this completed form to the Chairperson at the address, e-mail or fax number below. If you have followed the steps of the complaint resolution process up to this point, please include its final letter to you along with any other supporting documentation.

Mail to: ADDRESSEE (Identify according to the Complaint Resolution Process)
 Wikemikong Board of Education
 14 Henry Street
 Wikwemikong, Ontario
 P0P2J0

Phone: 705-859-3834

You will be contacted within 10 business days of receipt of this complaint.

Signature

Date