

FORM ADMIN 170-01 RECORDING AND DISPOSITION OF CONCERNS

**MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD
Recording and Disposition of Concerns**

In compliance with Administrative Procedure 170 Communications: Addressing Concerns, the recipients of concerns/complaints are required to accurately record details concerning:

1. The nature and circumstances of the concern.
2. Actions and decisions taken.
3. The disposition and resolution of the complaint.

PERSON MAKING COMPLAINT: _____

PHONE NUMBER: _____ **ADDRESS:** _____

DESCRIPTION AND CIRCUMSTANCES OF THE COMPLAINT:

DATE COMPLAINT RECEIVED: _____

PERSON RECEIVING COMPLAINT: _____

ACTIONS TAKEN TO RESOLVE OR EXPLAIN THE COMPLAINT:
[Attach additional materials, minutes of meetings, etc. as appropriate.]

SIGNATURE OF PERSON DEALING WITH COMPLAINT:

DATE: _____