



**Confidential**  
**Complaints Form**

If you are unable to find a resolution with the school, you can raise your concern with the Director of Corporate Affairs. If the matter is non-school based, you can raise your concern by submitting the following form. If the matter pertains to transportation, you can submit your complaint by [clicking here](#).

Learn more about the process in Administrative Procedure [C.4 – Plaintes](#) (available in French only). For other questions, call the Conseil scolaire Centre-Nord at 780-468-6440.

**Request Initiated By:**

**Request Date:**

**Mailing Address:**

**City:**

**Postal code:**

**Email:**

**Phone:**

**Student Information (if applicable)**

**First and Last Name:**

**Grade:**

**Alberta Student Number:**

**Primary Address:**

**City:**

**Postal Code:**

**School Name:**

**1. What is your complaint?**

Attach a copy of any additional information that you would like to provide. This should be a description in your own words about your complaint. Include all names, dates and places for a complete understanding of your complaint.



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## **Concerns and Complain Form**

2. What action would you like your school or the Conseil scolaire Centre-Nord (CSCN) to take about this matter? Please state reasons.

3. Have you spoken with any CSCN staff regarding your complaint?

Yes

No

4. If yes, what were their names?

5. What was the outcome of the discussion?



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## **Concerns and Complains Form**

6. What steps were taken to resolve the matter?

Signature of Requestor

Name of Requestor

Date:

The personal information on this form is collected under the authority of Section 41 of the Education Act and the Freedom of Information and Protection of Privacy (FOIP) Act. The information will be disclosed only to those individuals who need the information in order to enable them to review and respond to your concerns or complaints. If you have any questions about the collection of information, please contact Laura Devaney, Director of Corporate Affairs at 780-468-6440.