

**POLICY TITLE: Patron Complaint Form
ABERDEEN SCHOOL DISTRICT #58**

**POLICY NO:
1012F1
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Parents/Guardians or patrons who have a concern or complaint regarding an individual school, staff member, or other aspect of district operations should use this form. All complaints will be addressed following Policy 1012. Complaints relating to civil rights issues shall follow Policy 294P1; those relating to Title IX sexual harassment or sexual misconduct shall follow Policy 296 and 296P1; and those relating to library resources shall follow Policy 652.

Patron Concern (please keep to one sheet)

Name: _____ Phone Number: _____ Email: _____

Mailing Address: _____

School/Personnel Involved: _____

Subject/Nature of Concern: _____

Examples that demonstrate area of concern: _____

Steps taken to resolve concern: _____

Results of steps taken to resolve concern: _____

Suggested resolution(s): _____

Signature: _____ Date: _____

For District Use Only

Date Received: _____ Person Responding: _____ Date of Response: _____

Method used to communicate response (e.g. email, phone): _____

Actions taken to investigate concerns: _____

People contacted in investigation (including dates of contact): _____

Investigation Findings: _____

Decision: _____

Date decision communicated to patron (include method of communication): _____

Signature of staff conducting investigation: _____ Date: _____



LEGAL REFERENCE:

ADOPTED: February 18, 2026

AMENDED: