

International Christian Institute & Linguistics School

(Phone): 281-561-0809

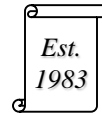
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Email: info@icihouston.org Website: www.icihouston.org

SEVIS School Code: (HOU214F00418000)



Student Grievance Form

Statement of Formal Complaint

Confidential Information

Date: / /

Student Last Name, First Name:

Teacher Name:

Phone Number:

Cell Number:

Email:

Please check all that apply:

- I have read the **Student Grievance Policy & Procedures** in the student handbook .
- I have tried to resolve the problem informally with the person(s) alleged to have caused the grievance and/or with the direct supervisor.
- I have spoken with the following person(s) in efforts to resolve the issue:

- I feel the issue has not yet been resolved

Formal Statement of Complaint:

(Please include names of other persons involved, any witnesses and support documentation. If additional space is needed please use another sheet of paper and attach to this form.)

Student Resolution Request:

(Please provide a desired resolution to your complaint, below.)

I would like ICILS to consider my complaint, I understand that:

✓ You will need to handle personal details about me, which could include sensitive information (for example, relating to health matters) in order to deal with my complaint effectively.

✓ You may need to exchange information about my complaint with other persons within ICILS and external organizations (For example, to find out important facts relating to my complaint).

✓ I believe that the facts stated in this application are true.

Student Signature

/ /

Date

Please submit this original form and any supporting documentation to the main office receptionist.

KEEP A COPY OF THIS FORM AND ANY DOCUMENTS ATTACHED THAT YOU SEND.
IT MAY NOT BE POSSIBLE TO RETURN THE ORIGINAL DOCUMENTS.



Date of review:

/ /

Administrator Signature: _____