

# **ELAN VITALE PARENT GRIEVANCE FORM**

**Name:**

**Date:**

**Please explain your complaint with specific details:**

**I discussed this matter with the Head of School on the following date:  
(Date of first conference)**

**I disagree with the Head of School's response because:**

**I think the proper solution should be:**

**Received by Head of School**

**Date:**

**Copy:**

**Response of the Head of School to the complaint after investigation:**

**Date:**

**A second conference was held with the Head of School to discuss the investigation of the complaint on  
(Date of second conference)**

**I disagree with the Head of School's response because:**

**Received by President of the Board of Trustees**

**Date:**

**Copy:**

**Response of the Board of Trustees:**

**Representative of Board of Trustees**

**Date:**