



Office of Student Life
Jerry Brockey Student Center
Room #133
(206) 764-5332

Student Complaint Reporting Form

Complaint Submitted by: (please PRINT)

Name: _____ **Today's Date:** _____

Address: _____ **Phone/Home:** _____

_____ **Phone/Work:** _____

Student ID Number: _____ **Email:** _____

If you are filing a formal Student Complaint please be aware that:

- Your name and the **Basis for the Complaint** will be shared with the charged party.
 - A copy of your written complaint may be made available to the charged party.
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The person you are making a complaint against:

Name: _____ **Title:** _____

Basis for the Complaint:

- **Please describe in writing: what** happened, **when** it happened, **why** it happened and **how** it happened (You may be use the backside of this form.)
- It is extremely important to be as specific as possible.
- Provide dates, time, witnesses and specific detailed information.
- Attach the description of the complaint information to this form.
- Remember to **sign and date** this document and submit it to the Complaint's Officer.

