



PINE ISLAND ACADEMY PTO
FORMAL COMPLAINT FORM

Any complaint brought against the PIA PTO Board of Directors must be made in writing. Please use additional paper as needed.

Name: _____

Email: _____ Phone: _____

Describe the decision/circumstances as it occurred. Be sure to include place, date, time and names (if possible): _____

Blank lines for describing the decision/circumstances.

What do you feel would be acceptable in an effort to resolve this issue?: _____

Blank lines for resolving the issue.

Additional Information/Comments to assist in finding a remedy: _____

Blank lines for additional information.

- Review and Discipline Committee Process.
1. The Review and Discipline Committee will review any complaints made in writing within seven (7) days.
2. Within twenty-one (21) days after written receipt of a complaint, the Review and Discipline Committee shall hold a hearing...
3. After the hearing, the Review and Discipline Committee shall deliver a written decision within seven (7) days of the hearing...
4. The decision of the Review and Discipline Committee may be appealed within seven (7) days to the current Principal...

Signature and Date

Date received by Review and Discipline Committee