

Student Complaint Record Form Sample

This **student complaint record form sample** provides a structured way to document and address student grievances effectively. It ensures all relevant details are captured clearly for proper follow-up and resolution. Utilizing such forms helps maintain transparency and accountability within educational institutions.

Student Information

Student Name:

Student ID:

Program/Course:

Contact Information:

Complaint Details

Date of Incident:

Location:

Complaint Against (Name/Department):

Description of Complaint:

Resolution Sought

What resolution or outcome are you seeking?

Administrative Use Only

Date Received:

Action Taken:

Status (Pending/Resolved/Other):

Handled By:

Submit Complaint