

## Complaint Log Form - School

Use this **complaint log form sample** for schools to streamline the process of recording and addressing student or parent concerns efficiently. It helps maintain clear documentation and ensures timely resolution of issues. Implementing a standardized form promotes transparency and accountability within the school community.

### Date of Complaint

### Complainant Name

### Role

### Student Name (if different)

### Date/Time of Incident

### Location of Incident

### Complaint Details

### Action Taken

### Status

### Staff Responsible