

# 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

  
Full name

## Role

  
-- Select --

## Student Name (if different)

  
Full name

## Date/Time of Incident

## Location of Incident

  
e.g., Classroom 5A

## Complaint Details

  
Describe the complaint...

## Action Taken

  
Details of action taken by the school (to be filled by staff)

## Status

  
-- Select --

## Staff Responsible

  
Name of staff handling complaint

**Submit Complaint**