

**Salt Lake City School District**  
**G-18 Form (See Policy and Administrative Procedures)**

Title: Concern and Resolution Request Form, Complaint Resolution Process

Index: G=General Policies

School: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Person submitting form: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Nature of concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps taken at the school level (include names of any contacts at the school):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint Instigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Closure contract made by: \_\_\_\_\_ Date: \_\_\_\_\_