

## OGEECHEE TECHNICAL COLLEGE GENERAL PUBLIC COMPLAINT FORM

### Complainant Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### Complaint Information

Please attach a legible description of your complaint. Briefly describe the details and time frame of the complaint in the clearest possible language and include:

- A brief description of the incident/event being grieved
- The date incident/event occurred
- The informal remedy that was attempted and the outcome
- The remedy requested
- Sign and date the letter

### Request to Process

*This complaint will not be processed unless the items below are initialed and you have signed and dated the complaint.*

\_\_\_ I have read the College's Public Complaint Procedure and understand my complaint will be addressed as stated.

\_\_\_ I authorize Ogeechee Technical College to direct this complaint to the appropriate administrator to investigate and gather information relevant to the complaint, including interviewing individuals and reviewing documents.

\_\_\_ I certify that all the information I am giving in the complaint is true and complete to the best of my knowledge.

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

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