



## RESPONSE TO STUDENT GRIEVANCE

*Use this form to reply to the Student Complaint Form on which you have been named as the respondent. Please take the time to print or write clearly.*

Your Name:

Your I.D. Number:

Today's Date:

### Your Response to the Alleged Grievance

**Instructions:** Be specific. Describe clearly the alleged grievance. (If necessary, seek assistance from a person of your choice in preparing this form.)

Please attach to this form any written and signed statements or other evidence which support your description of the alleged grievance.

**Note:** If you have already completed and turned in a *Response to Student Complaint Form* (Form 2530/002) and have no additional information to provide you may check here: \_\_\_\_\_ and just sign and date the form on the second page.

*Response to Alleged Grievance (Continued):*

[Empty rectangular box for response text]

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