



Pelham Gardens Middle School
The Center for Research, Advocacy and Forward Thinking
“Creating Resilient Advocates for Tomorrow”
Denise L. Williams, Principal

Parent Complaint Form

In order for Pelham Gardens Middle School to better address all of your parental questions, concerns and issues, we request that you completely fill out this form. Once you complete the form, you will be connected with the Parent Coordinator.

First Name _____ **Last Name** _____

Child’s First Name _____ **Child’s Last Name** _____ **Class** _____

Who is your complaint against? _____

What is your complaint?

When did the situation take place? _____

Please explain the circumstances that lead to the occurrence of situation. Briefly give us your side of the story.

How can we help you resolve this issue? What is the outcome you would like to happen?

Fill out this part after resolution has been reached.

Resolution

My complaint has been resolved by: _____

Parent’s Signature: _____ **Date:** _____