



State Board of Private Licensed Schools Student Complaint Questionnaire

In order for the State Board of Private Licensed Schools to investigate a complaint, a student must provide the following information:

Name _____

Address 1 _____

Address 2 _____

_____ City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

Program of Study _____ Dates of Attendance _____

Institution _____

Address 1 _____

Address 2 _____

_____ City _____ State _____ Zip Code _____

Phone _____

Does the school have an established policy and procedure for resolving student complaints?

Yes

No

Did you follow the school's grievance procedure to resolve your complaint?

Yes

No

If no, please explain. _____

Please provide the name(s) and title(s) of the school official(s) with whom you have discussed your concerns in an effort to resolve your complaint.

Brief summary of the outcome:

In your own words, printed or typed, clearly explain the condition(s) which caused you to file a written complaint. Attach documents which verify your complaint. These documents should include copies of relevant documents and correspondence with school officials. **Do not send originals.** Please try to present the events and concerns in the order in which they occurred. Please include a final paragraph in which you identify the action you seek to resolve your complaint. Please attach all sheets together with this form on top.

(Continue your written complaint on separate sheets and attach them to this form.)

Pursuant to 18 Pa. C.S. 4904(a), and under penalty of perjury, I declare the foregoing to be true and correct to the best of my knowledge. I also grant PDE permission to release my name and complaint details to the institution.

Signature of Complainant

Date

Please send your completed questionnaire and supporting documentation to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

For questions, call 717.783.8228 or e-mail ra-pls@pa.gov.