



OFFICE USE ONLY

Form Received/...../..... **Time** **by**
(please print name)

Complaint Action/Response:

Complaint referred to **Date**/...../..... **Time**

Outcome *(including reasons)* *(please attach any relevant documents and additional pages if necessary)*

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...../...../.....
(Name – please print) *(Position)* *(Signature)* *(Date)*

Email sent to complainant **Date**/...../..... **Copy on File**/...../.....

Appeal Action/Response:

Original Decision on file: YES NO

Comments:

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Subsequent Action Taken / Recommended

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(Name – please print) *(Position)* *(Signature)* *(Date)*

Complainant advised of Outcome? Yes **Date**/...../.....

Additional comments?

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