



If you are unable to find a resolution with the school, you can raise your concern with the education director for your school. If the matter is non-school based, you can raise your concern to the appropriate CBE manager or director by completing and sending this form to their office. Your school can provide the director's name and contact details or you can find the information on [www.cbe.ab.ca](http://www.cbe.ab.ca).

Learn more about the process in [Administrative Regulation 5007 – Concerns and Complaints](#). For other questions call The Calgary Board of Education's public information line at 403-817-7955.

**Request Initiated By:** \_\_\_\_\_ **Request Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Student Information (if applicable)

**First and Last Name:** \_\_\_\_\_ **CBE ID Number:** \_\_\_\_\_

**Primary Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

#### 1. What is your concern or complaint?

Attach a copy of any additional information that you would like to provide. This should be a description in your own words about your own concern or complaint. Include all names, dates and places for a complete understanding of your concern or complaint.

**2. What action would you like your school or The Calgary Board of Education (CBE) to take about this matter? Please state reasons.**

**3. Have you spoken with any CBE personnel regarding your concern or complaint?**

Yes       No

**4. If so, what were their names?**

**5. What was the outcome of the discussion?**

**6. What steps were taken to resolve the matter?**

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**Name of Requestor**

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**Signature of Requestor**

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**Date (YYYY/MM/DD)**

The personal information on this form is collected under the authority of Section 41 of the *Education Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information will be disclosed only to those individuals who need the information in order to enable them to review and respond to your concerns or complaints. If you have any questions about the collection of information, please contact your school principal.