



AUSTRALIAN TECHNOLOGY & AGRICULTURAL COLLEGE

ATAC

Record of Verbal Complaint

Form No: VC(Date)

Identifying details:	Region Name – School Name – Complainant name
Issue: (Please tick)	<ul style="list-style-type: none"> • <input type="checkbox"/> School Administration, Management and Policy Implementation • <input type="checkbox"/> Classroom Management • <input type="checkbox"/> Student Issues • <input type="checkbox"/> Human Resources and Staffing • <input type="checkbox"/> Investigations • <input type="checkbox"/> Facilities • <input type="checkbox"/> Health and Safety
<p>Dear Principal</p> <p>A call has been received concerning issues at the above school.</p> <p>The caller stated that they have/have not contacted the principal about the complaint?</p> <p>Verbal Privacy Statement read: <input type="checkbox"/></p> <p>(refer to policy)</p> <p>The caller is/is not requesting a review of the principal's decision?</p> <p>Caller details:</p> <ul style="list-style-type: none"> – Caller Name: _____ – Date: _____ – Time: _____ – Address:(if possible) _____ – Contact details (phone/email): _____ – Student/s Name: _____ – Year of student/s: _____ <p>The caller stated the following:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Please follow-up on this complaint as appropriate and save all correspondence relating to the complaint within this

Indicate all relevant information that relates to the progression of the complaint, including the outcomes and the approval from Principal.

With thanks

NAME
POSITION

Office Use Only:

Signature, Name and Date of Receiving Staff Member:

Action Taken: Informed Principal? Yes/No Date informed: _____

- Please attached any response or documentation with this form. Please also add an electronic copy in the complaints register.

*Acknowledgement DET