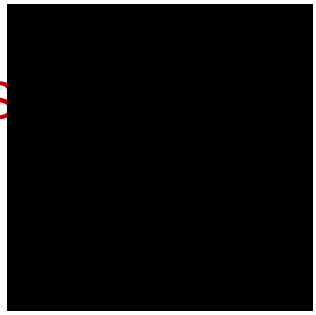
ALABAMA COMMUNITY COLLEGE SYS

STUDENT COMPLAINT FORM



Complainant _____

Address _____

_____

City State Zip Code

Phone _____ Alternate Phone _____

E-mail _____

Institution Name _____

Address _____

City State Zip

Phone Number _____

Program of Study _____

Last Date of Attendance _____

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

† No

If no, stop here and refer back to the institution's complaint/grievance process. Please exhaust all steps in the institution's complaint/grievance process before filing a complaint with the System Office of the Alabama Community College System.

† Yes

Please continue with this form.

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† Other _____

(Continue to next page)

FERPA (Federal Educational Rights and Privacy Act)

CONSENT TO RELEASE STUDENT INFORMATION

I, _____, am a student at, or a former student of, _____ (institution). I have submitted a complaint concerning the above institution to the Alabama Community College System.

I hereby consent to the institution's release of any of my educational records, including personally identifiable information that the institution determines is relevant and necessary to provide to the ACCS System Office in response to my complaint. I also authorize representatives of the institution to discuss the details of my complaint with representatives of the ACCS System Office.

Signature _____ Date _____