



LA SALLE COLLEGE Complaint Report Form

To be completed by a complainant and submitted to the Principal's Executive Assistant

Details of reporter <i>(You can make an anonymous report by leaving this section blank)</i>		
Name:		
Telephone:		Preferred method of contact
Email:		<input type="checkbox"/> Telephone
Postal address:		<input type="checkbox"/> Email
Suburb:		<input type="checkbox"/> Post
Details of the problem being reported		
<p><i>Please provide full details of your complaint, e.g.</i></p> <ul style="list-style-type: none"> <i>where did this happen?</i> <i>when did this happen?</i> <i>is it still happening?</i> <i>what is the resolution you are seeking?</i> <i>is anyone else currently dealing with your complaint?</i> <p><i>[Attach additional pages if required]</i></p>		
Name and position of people involved if the complaint relates to the conduct of the College staff:	Name	Position
Attach any additional relevant information or indicate where supporting evidence may be found:	Supporting evidence	Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Name and contact details of other people who may have additional information:	Name	Contact information
Statement		
<p>I take full responsibility for the information supplied to support my complaint. I have reported my complaint in good faith.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of reporter <small><i>(Do not sign if you want to make an anonymous report)</i></small>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date report submitted	