

**OGEECHEE TECHNICAL COLLEGE
GENERAL PUBLIC COMPLAINT FORM**

Complainant Contact Information

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Email Address: _____

Complaint Information

Please attach a legible description of your complaint. Briefly describe the details and time frame of the complaint in the clearest possible language and include:

- A brief description of the incident/event being grieved
- The date incident/event occurred
- The informal remedy that was attempted and the outcome
- The remedy requested
- Sign and date the letter

Request to Process

This complaint will not be processed unless the items below are initialed and you have signed and dated the complaint.

___I have read the College's Public Complaint Procedure and understand my complaint will be addressed as stated.

___I authorize Ogeechee Technical College to direct this complaint to the appropriate administrator to investigate and gather information relevant to the complaint, including interviewing individuals and reviewing documents.

___I certify that all the information I am giving in the complaint is true and complete to the best of my knowledge.

Signature: _____

Date: _____