

COMPLAINT FORM "B"

Response of Person Against Whom Complaint Was Filed

(Required to be completed and returned to the Administration with ten working days.)

Date _____

Date contacted about complaint: _____

Response to complaint: (Attach another sheet if necessary)

Supportive evidence of witness(es): (Attach copies if necessary)

I have been informed of the complaint and have been given an opportunity to respond.

Signature

Date

Please attach to Complaint Form "A" and present to Administration within ten working days.