



# Complaint Form

Reference Number

.....

*Office use only*

## 1. Your details

Family Name .....

Given Name(s) .....

Address .....

Phone number (home) ..... (work) ..... (mobile) .....

Fax ..... email .....

## 2. Are you a: (Please tick)

Student (Student No.) .....

Parent or Caregiver (name of student) .....

Future student  Commercial Customer  Employer of DET students  Staff

Other (please specify) .....

## 3. Is the complaint about events at: (Please tick and give details)

A government school .....

A TAFE Institute, college or campus .....Course .....

Another DET location .....

## 4. Have you discussed your matter with a staff member?

Yes  No Go to 5

If yes when? ..... Who dealt with the matter? .....

What was the result? .....

## 5. Please give details of the complaint and the outcome you are seeking.

(You may wish to attach further documentation.)

.....  
.....  
.....  
.....  
.....

Date ..... Signature .....

*Mail this form or hand it in at your school office or college/campus main office or other DET location.*

**Privacy Notice:** The information provided on this form will be used by DET to follow up your complaint. The information may be provided by DET to the ICAC or the Ombudsman who monitor the services provided by DET, or to the police for law enforcement purposes. The provision of this information is voluntary. It will be stored securely. You may correct any personal information provided at any time by contacting the person to whom you submit this form.