Complaint Form

Has something gone wrong?
Tell us by filling in this form.

If you need help to fill in this form, you can hand it to a teacher, principal or other adult to help you or call 13 74 68.

Tell us about you

- First name: ____________________________
- Last name: ____________________________
- Your school: ____________________________
- Class: ____________________________
- Where do you live: ____________________________
- Phone number: ____________________________
- Email: ____________________________

Tell us what happened. Who or what are you unhappy with?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please turn the page over 🦆
Tell us where it happened

Tick one or more:
- [ ] In the classroom
- [ ] In the playground
- [ ] Online
- [ ] Travelling to school
- [ ] Travelling from school
- [ ] Other:

Tell us when it happened

Tick one or more:
- [ ] In the last week
- [ ] In the last few weeks
- [ ] More than one month ago

If you know the date it happened, write it here:

Tell us what you want to happen now. What would make you happy?

Is it okay if we contact you to talk about what happened?

Tick one answer:
- [ ] Yes
- [ ] No

How can we contact you? Tick one or more:
- [ ] Phone
- [ ] Email
- [ ] Call someone you trust

Tell us their name and phone number:

What next?

Give this form to someone you trust to send it for you. This might be a teacher, parent, principal or somebody else you trust.

Or you can email or post the form to us at:

Email it to:
enquiries.schooloperations@qed.qld.gov.au

Post it to:
State Schools - Operations
Department of Education and Training
PO Box 15033, CITY EAST QLD 4002