



School Policies

KEC-E - PUBLIC CONCERNS/COMPLAINTS FORM

(Must be filed within 60 days of incident)

Date(s) of incident(s): _____

Description of your concern (attach information where necessary—please sign your name on all attachments):

Outcome you are requesting:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

(Administrator) has reviewed your concern. The following action has been taken:

Date: _____ Administrator Signature: _____

Return to: Mountain Sage Community School Office
2310 East Prospect Road, Suite A
Fort Collins, Colorado, 80525

Adopted by Board: December 10, 2019
Revised/Reviewed by Board: April 24, 2023
(continue adding Revised/Reviewed dates)