



If you have a complaint or concern about any aspect of SRE involving an ACC SRE teacher, please complete this form and return it to ACC NSW

Please Print Clearly:

<b>1. General Information:</b>					
Please select from the following. This is a:					
Complaint Suggestion					
Please select from the following. I am a/an:					
Parent Student member of the public DoE employee SRE teacher					
<b>2. Personal Information:</b>					
Title:	Mr	Mrs	Ms	Miss	Other:
Surname:					
Given Name/s:					
<b>3. Contact Information:</b>					
What is your Residential Address?					Postcode:
What is your mailing address?					Postcode:
Mobile number					
Home number					
Email					
Your preferred contact method:	Mobile	Home number	Email	Letter	
<b>4. Details of Complaint:</b>					
Have you lodged a complaint about this issue previously	Yes		No		
	If yes, when:				
	With Whom:				
	Outcome:				



Complaint Summary:	
Date and Time of Complaint	
Where it happened	
Who was involved (please include full names and, contact details if you have them)	
What happened (please include only exact details of complaint, not personal opinion)	
What would you like to happen to resolve your complaint?	



Please attach any documents to support your complaint			
<b>5. Acknowledgement</b>			
All information provided by me in this form is true and correct to the best of my knowledge			
Signature:		Date:	
<b>6. Privacy Notice:</b>			
This information will only be used to resolve your complaint and access will only be provided to authorised personnel involved in resolving this issue. This information will be securely stored by ACC NSW once this complaint has been resolved.			
<b>7. Office Use Only:</b>			
Person receiving Complaint:			
Position:			
Date Complaint received:			
Complaint Lodged by:	Phone	In person	In writing
<b>Please attach all documentation pertaining to the resolution of this complaint</b>			