

IVCE Student and Stakeholder Grievance/Complaint Form

Iowa Valley Continuing Education
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IowaValley.com

The District is committed to providing high quality services. We strive to deal with all students and stakeholders in a manner which is fair, efficient and courteous. Your feedback and complaints are important to the improvement of our services. The District believes in maintaining an educational environment that is positive and productive for its students and stakeholders. If a student or stakeholder feels he or she has been unfairly treated or had an unsatisfactory experience in one of our programs or services, the individual may file a grievance or complaint by completing this form.

Today's date _____

Date of Incident _____

Student/stakeholder Name _____

Home Address _____
PO Box/Street – City – State - Zip Code

Home Phone _____ Cell Phone _____

In the space below, please provide all relevant details and attach any documentation in support of your grievance or complaint. Please be specific regarding any incident, activity, or policy for which you have feedback or concerns, and suggest any recommendations for the District regarding this feedback. Use additional sheets if necessary.

My signature indicates that I declare all statements made herein and any attachments are true and correct to the best of my knowledge and belief. I hereby authorize all IVCCD officials to conduct whatever investigations may be necessary in considering this grievance/complaint.

Signature of Applicant_____

Date_____

Office Use

Submitted to IVCE Vice Chancellor on

Description of Resolution: