

Student Requests and Concerns

Student Form

STUDENT HANDBOOK: APPENDIX A-4
STAFF HANDBOOK: APPENDIX A-2

Student Information

Name: _____ Date: _____
(MM/DD/YYYY)

UNI Email Address: _____

Instructions

Please describe your request or concern as thoroughly as possible in English. However, if you are in Levels B, 2, or 3, you may use your primary or first language. Once received, the form will be given to the appropriate staff member. That staff member will review the form and any attached documents and decide if a meeting is needed to address the request or concern. Please know you may always request to meet with the CIEP Director, Academic Support Coordinator, Promotions and Admissions Specialist, or Student Services Coordinator, and a meeting will be arranged.

You will receive a decision within 10 days of submitting this form, unless more time is needed to resolve the concern sufficiently or fulfill the request.

Student Signature: _____

For Office Use Only. Received by: _____ (initials) Date ____/____/____

Academic	<input type="checkbox"/> Grades (general)
	<input type="checkbox"/> Teacher (general)
	<input type="checkbox"/> Classroom Behavior*

Services	<input type="checkbox"/> Housing
	<input type="checkbox"/> Classmates*
	<input type="checkbox"/> Transfer*

Admissions	<input type="checkbox"/> Scholarships
	<input type="checkbox"/> Applications
	<input type="checkbox"/> I-20 Extension

Director	<input type="checkbox"/> Schedule Change: Level/Teacher/Section
	<input type="checkbox"/> Probation/ Dismissal*
	<input type="checkbox"/> Withdrawal/ Return Home*

* Meeting requested/required? Yes No

Meeting with: _____ Date: ____/____/____ Time: _____

File Path: T:\Documents\Office Admin\Handbooks\Student Handbooks\CIEP Student Handbook\Student Handbook Appendices\Appendix A-4 - Student Requests and Concerns Form.pdf