

Sample letter for formal complaint at school level

District Designee

District address

Dear (*District Designee*):

This is a formal letter of complaint of discrimination prohibited under s.118.16, Wis. Stats, and PI 9, Wis Admin. Code, based on _____ (*protected class*).

The facts of the case are (*summarize the situation and why you think it is discrimination*).

I'm including the following documents which support this complaint: (*List all copies that you are including. This should have the documentation of all steps you took at the informal school level and the school's personnel's response to those steps.*)

This is what I would like to happen as a result of this complaint. (*Explain what relief you are seeking.*)

You can reach me at _____ (*give address, phone and/or e-mail contact information and best times to reach you*) if you have any further question pertaining to this matter.

Sincerely,

(*Your name and parent or guardian's name if a minor.*)