



Complaints Form

Name of the person with the complaint. (You can make a complaint without providing your name. However it is preferable to provide your name so that NMLL can communicate with you).

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Male Female

Address:

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Phone Number: Date of Birth:

Are you enrolled at NMLL? Yes/No. Are you a [participant in a community activity? Yes/No. Are you a visitor to NMLL? Yes/No.

Date & time of complaint:

Summary of the complaint:

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Name of any witnesses:

What were the affects?

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Any other contributing factors:

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Complaints Form

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 Recommendations for responding to complaint:.....

Name of Person receiving complaint:

Date:

Follow up actions taken? List & date

Date	Action Taken	Person making complaint informed?