

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Student Suggestions and Complaints	
Procedure No. 5710-00-01	Eff. Date: _____
Implements Board Policy(ies) 5710	Last Reviewed: April 18,2019

1. Background

To provide students with a way to share suggestions and complaints.

2. Responsibilities

Title: Customer Care Dept.	
Address:	
Phone:	Cell phone:
<i>Gather complaints and suggestions from students via phone. Respond to complaints received by students and establish next steps for appeals.</i>	

3. Action Steps

Any student with a request for redress of grievances or suggestions should contact the Customer Care Dept. 513-363-0123.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.