

COMPLAINT PROCESSING WORKSHEET LOG

DISTRICT		COMPLAINANT	
STUDENT NAME	BIRTHDATE	COUNTY	ADULT STUDENT <input type="checkbox"/>
			RELEASE <input type="checkbox"/>
SUBJECT			
DATE RECEIVED		CASE NO ASSIGNED	
CONTACT PERSON		NUMBER ISSUES	
60-DAY DEADLINE		EXTENSIONS:	
		EXTENSIONS:	
ACKNOWLEDGEMENT DATE		MAILED	
MATERIALS DUE BY		RECEIVED	
DECISION DATE		MAILED	
CORRECTIVE ACTION PLAN DUE		RECEIVED	
CAP APPROVAL LETTER DATE			
DOCUMENTATION DUE		RECEIVED	
DOCUMENTATION DUE		RECEIVED	
DOCUMENTATION DUE		RECEIVED	
DOCUMENTATION DUE		RECEIVED	
FOLLOW-UP SCHEDULED			
CLOSED			