

# Rochdale Early Advantage Charter School (REACS)

Main- 122-05 Smith Street Jamaica, New York 11434  
Dr. Lillian Hamer, Chairperson of the School Board

Phone (718) 978-0075/Fax (718)978-0110  
Dr. Calvin Rice, Chief Executive Officer

Ms. Sylvia Fairclough-Leslie, School Leader  
Ms. Kimylene Hover, Assistant Principal      Mrs. Tawanna Muniz, Director of Operations

Visit us online at [www.reacschool.com](http://www.reacschool.com)



## INFORMAL COMPLAINT FORM

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please write a brief description of the incident:

-----Office Use Only-----

Meeting Scheduled For: \_\_\_\_\_ at \_\_\_\_\_

With the following Board Member(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_

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## **FORMAL COMPLAINT FORM** *(TO BE COMPLETED WITHIN 48 HOURS)*

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please write a brief description of the incident:

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