



Harvard Elementary IB Parent Complaint/ Feedback Form

Parents and students do have the right to register complaints regarding IB Programme-related decisions taken by the school. The steps are as follows:

- 1) Fill in the IB Complaint form below.
- 2) Email this form to the IB Coordinator on your designated campus .
- 3) Upon careful review, the admin team and IB Coordinator will discuss the complaint and share the results with the parent and students.
- 4) The complaint form will be filed in the office for future reference.

Student Name: _____

Date: _____

Parent/Guardian Name: _____

Phone Number: _____

Reason for Feedback: _____

Questions or concerns please reach out to Harvard Elementary *713-867-5210