



2717 N. Steves Blvd suite 8  
Flagstaff, AZ 86004  
(928) 440-5119  
[www.redfeather.org](http://www.redfeather.org)

## Grievance/Complaint Form

**\*\*Instructions:\*\*** Please complete this form to submit your grievance or complaint. Provide as much detail as possible to help us address your concern effectively. You may submit this form in person, by mail, through our website, or via email at [Grievance/Complaint Email].

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### Section 1: Personal Information

- **\*\*Name:\*\*** \_\_\_\_\_
- **\*\*Address:\*\*** \_\_\_\_\_  
\_\_\_\_\_
- **\*\*Phone Number:\*\*** \_\_\_\_\_
- **\*\*Email Address:\*\*** \_\_\_\_\_
- **\*\*Preferred Method of Contact:\*\***  Phone  Email  Mail

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### Section 2: Complaint Details

- **\*\*Date(s) of Incident(s):\*\*** \_\_\_\_\_
- **\*\*Location of Incident(s):\*\*** \_\_\_\_\_
- **\*\*Name(s) of Individual(s) Involved (if applicable):\*\*** \_\_\_\_\_  
\_\_\_\_\_
- **\*\*Description of the Incident(s):\*\***  
(Please describe the incident(s) in detail. Include what occurred, when it happened, and who was involved.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **\*\*Have you attempted to resolve this issue informally?\*\***  Yes  No  
- If yes, please describe what steps you have taken:



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### Section 3: Desired Resolution

- **\*\*What resolution or outcome are you seeking?\***

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### Section 4: Supporting Documents

- **\*\*Are you attaching any supporting documents?\***  Yes  No

- If yes, please list the documents:

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### Section 5: Declaration

I declare that the information provided in this form is true and accurate to the best of my knowledge.

**\*\*Signature:\*** \_\_\_\_\_

**\*\*Date:\*** \_\_\_\_\_

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Thank you for bringing this matter to our attention. We are committed to addressing your concerns promptly and will contact you within five (5) business days to acknowledge receipt of your grievance or complaint.