

Office for Career and Technical Schools  
Indiana Department of Workforce Development

### Student Complaint Form

#### Student Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Preferred Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Contact Preference	Phone	E-mail	No Preference
If our staff needs to contact you by telephone, may they leave a message or voicemail?	Yes	No	

#### School Information

School Name \_\_\_\_\_

Location \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Training Program: \_\_\_\_\_

Dates of Attendance (MM/DD/YYYY)	Start Date _____
	End Date _____

#### Complaint Information

Have you gone through your school's complaint process?    Yes                  No

If you answered "Yes," you will need to submit documentation showing that you have attempted to resolve the issue with the school. You can submit this documentation along with any other documentation that supports your complaint. See below for instructions on how to send the additional information to our office.

If you answered "No," you will need to explain in your detailed complaint description why you were unable to complete the school's complaint process. Note: staff generally will address complaints only after a student has exhausted his/her complaint options with the school.

Describe your complaint in detail. Include the names of any school staff you spoke to about the complaint and include their names, titles, and contact information:

Will you be sending additional documentation (such as e-mail from school staff, student records, contracts, brochures, catalogs or tuition bills) that substantiates your complaint?      Yes                      No

Send all documentation either by e-mail to: [OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov) or by mailing to:

Complaint Adjudicator  
DWD / Office for Career and Technical  
Schools 10 N. Senate Avenue, SE 304  
Indianapolis, IN 46204

By submitting this form, I affirm that I am a current or former student of the school named herein. I agree to allow staff of the Office of Career and Technical Schools to submit a copy of my complaint and supporting materials to the school named herein for a response, and I further authorize the school to transmit student records related to me to the Office of Career and Technical Schools for review. I understand I may need to submit a release form to the school. I certify that the information I have provided is complete, true and correct to the best of my knowledge and belief.