

Gallup-McKinley County Schools
Johnson-O'Malley Program

*IEC Guidelines and Procedures
for Complaints and Grievances*

Gallup-McKinley County Schools
Johnson-O'Malley Program

Directions for Completing the Johnson-O'Malley Complaint Form

1. Section 1 - Leave this section blank. This section will be completed by the JOM office staff.
2. Section 2 – Leave this section blank. This section will be completed by the JOM office staff.
3. Section 3 - Leave this section blank. This section will be completed by the JOM office staff.
4. Section 4 – Print your last name, first name, and middle initial, if any.
5. Section 5 – Print your mailing address. Be sure to include the city, state, and zip code.
6. Section 6 – Print your home and/or cell phone number.
7. Section 7 – Print your work number, if any.
8. Section 8 – Print the location of the Incident. Include the name of the building/school and city.
9. Section 9 – Print the date when the incident occurred.
10. Section 10 – Print the names of witnesses and contact information.
11. Section 11 and 12 – Describe the incident. Include additional pages, if needed. If this document will include a total of 3 pages, then list, “1 of 3.”
12. Section 13 – Sign and date the form. Submit the original form to the JOM office.

**Gallup-McKinley County Schools
Johnson-O'Malley Program**

**PO Box 1318 Gallup, NM 87305
(505) 721-1036
FAX (505) 721-2288**

COMPLAINT FORM

(To be used by parents, students, and community members)

1. Date and Time Complaint Received

2. Received by: In person * Fax * Email *
US Mail * Other: Specify: _____

3. Forward to:

4. Complainant's Name - Last, First, Middle

5. Complainant's Mailing Address - PO/Street, City, State, Zip Code

6. Home/Cell phone number:

7. Work number:

8. Location of Incident

9. Date of incident occurred:

10. Names, Telephone Number(s) or Contact Information of Other People During the Incident:

11. Describe the Incident:

12. Attach Additional Pages, If Necessary. Page ___ of ___

13. Complainant's Certification:

I hereby certify that, to the best of my knowledge, the statements are true and correct.

Complainant's Signature and Date