

3. Please describe the steps, if any, that you have already taken to try and resolve the complaint.

Who did you talk to from the School or from DOE? _____

When did you speak with such individual? _____

What was their response? _____

4. Confidentiality

The Office of the Education Suruhanu treats all matters, including the identities of students, complainants, and individuals from whom information is acquired, as confidential, except as necessary to enable the Education Suruhanu to perform the duties of the office.

Upon receipt of information that by law is confidential or privileged, the Education Suruhanu will maintain the confidentiality of such information and will not further disclose or disseminate the information except as provided by applicable local or federal law.

Please mail the completed form to:

Office of the Adequate Education Suruhanu (Ombudsman)
126 Ricardo J. Bordallo Governor's Complex, Adelup
P.O. Box 2950 Hagatna, Guam 96932

If you have questions, call us at 475-9130

This portion to be completed by the Office of the Education Suruhanu.

Date that the OES received the complaint: _____

Name of person receiving the complaint: _____

Case number: _____

Phone Call Complaint: _____ **Written Complaint:** _____ **Anonymous Complaint:** _____