



Land O' Lakes High School International Baccalaureate Complaint/Appeal Policy



The Land O' Lakes High School International Baccalaureate (IB) Diploma Programme is committed to addressing concerns in a fair and timely manner. Parents and students who wish to submit a formal complaint regarding a decision related to the LOLHS IB Diploma Programme may do so by completing the complaint form available on the school website at: [insert website link]

<https://lolhs.pasco.k12.fl.us/international-baccalaureate/>.

**Copies will also be made available in student services.*

Please follow the steps below to register your complaint. The steps are as follows:

1. Fill in the complaint or appeal below.
2. Email this form to the IB Coordinator, Alicia Leary at aleary@pasco.k12.fl.us
3. Following a thorough review by the IB staff committee during its monthly meeting, the school and IB Coordinator will notify the student and parent(s)/guardian(s) of the findings and any appropriate next steps.
4. This form will be filed with the IB Coordinator for future reference.

Student Name: _____ Date: _____

Parent/Guardian Name: _____ Phone: _____

Reason for complaint or appeal: