



**RAISE THE BAR. COMMIT TO EXCELLENCE.**

## **City School District of Albany Ombudsperson Complaint Intake Form**

Please follow these steps to contact City School District of Albany Ombudsperson Valarie Ann Scott with a complaint about student discipline. Please remember to include all requested information.

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

**Full name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Please briefly describe your concern:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What have you already done to try to resolve the problem?:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What results would you like to achieve?:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please send this completed form to the ombudsperson.**

**Via e-mail:** [vscott@albany.k12.ny.us](mailto:vscott@albany.k12.ny.us)

**Via fax:** (518) 475-6621

**Via regular mail:** Valarie Ann Scott, West Hill Middle School,  
395 Elk Street, Third Floor, Albany, NY 12206

Thank you for sharing your concerns. The ombudsperson will be in contact with you shortly to determine what type of complaint you are filing and if you are interested in an alternative dispute resolution process.