

The Learning Center
2445 Fire Mesa St. Ste 200
Las Vegas, NV 89128
(702) 320-8885



Re: TLC Complaint Form

This form is to be used to file a formal complaint. All sections must be completed and will serve as the source document for the complaint process (attach additional pages if more room is necessary). Please answer all questions fully. All supporting documentation must be attached to this complaint form at the time the complaint is filed. Additional information may be requested as necessary.

Name: _____

Basis of Complaint:

- Harassment
- Discrimination
- Unfair Action/Violation of Rights

Preferred method to contact you: _____

1. What was the date, time, and place of occurrence leading to complaint?

2. Detailed account of occurrence (include names of persons involved, if any):

3. What specific policy, procedure, or guidelines do you feel have been violated?

4. What specific remedy do you request?

Signature

Date