



Educator Preparation Complaint Form

Today's Date _____

Complainant Information

Name _____
Last Name First Name MI

Complete Mailing Address _____

Home Phone _____ Cell Phone _____

Email _____

TEA ID# _____ HPU Student ID# _____

Complainant's Role (Check all that apply):

- Current Candidate Program Applicant
- Cooperating Teacher Field Supervisor
- Employee Former Candidate
- Former Employee
- Administrator of _____
- Other _____

Complaint Description

Please select all areas that apply to your concern:

- Admission Requirements EPP Faculty
- Denied Admission Field Supervisor
- Removed from Program Cooperating Teacher
- Field-Based Experiences Individual Student Issue
- Coursework Other (explain below)
- Clinical Teaching _____

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What key dates and events are relevant to your concern? Please be specific.

What is the nature of the problem? Please summarize your complaint in a concise and specific manner.

How were your expectations met or not met?

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Please list any documents that you are attaching to support the described facts.

What efforts have you made to resolve the complaint in other ways?

What other additional information would be important to consider?

Complainant's Signature _____

----- For Departmental Completion Only -----

Date Received _____ Received by _____

Comments _____

This student complaint procedure complies with Texas Administrative Code (TAC) §228.70. Not all complaints fall under the authority of the HPU Educator Preparation Programs. HPU has jurisdiction to investigate allegations of noncompliance regarding specific laws and rules, generally related to state and federal requirements. Complaints may address Educator preparation program requirements listed in Texas Administrative Code (TAC) §§227, 228, 229, ethics (TAC 247), fingerprinting (TAC §§227, 232) and certification (TAC §§ 230, 231, 232, 239, 241, 242)