STUDENT GRIEVANCE PROCEDURE

The following procedure is followed for student complaints:

1. Student will first discuss complaint with teacher.
2. Student and teacher will then bring a written statement to the Director of Education.
3. The Director of Education will discuss complaint with the School Director.
4. If grievance is not settled at the school, the school's accrediting agency and or state agency may be contacted at:

   Council on Occupational Education
   7840 Roswell Road
   Building 300, Suite 325
   Atlanta, GA 30350
   770-396-3898

   Georgia Professional Licensing Boards
   http://sos.ga.gov/plb/submitcomplaint.php