



5684 Memorial Drive
3860 Rockbridge Road
Stone Mountain, Georgia 30083
404-299-5156

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>