Washington Student Achievement Council

P.O. Box 43430

Olympia, WA 98504-3430

Issue Report Form

PROCEDURE:

1. Each college or university in Washington has a defined process for resolution of student concerns or issues that might come up in the course of their attendance. These processes are usually published in the student handbook and readily available to students. Sometimes the Washington Student Achievement Council is contacted. We may or may not be able to assist.
2. Every reasonable effort should be made to resolve your concern directly with your school. Begin by following the procedure as outlined in the school’s catalog. If necessary, take your concern to the highest possible administrative level within the school to seek a resolution. We may be able to provide guidance as to the process.
3. For us to provide help we require information. Please complete the form on the next page.
	1. We only accept information directly from the student or the guardian of the student affected. In cases of multiple students involved, each student must file their own information.
	2. Provide as much detail as possible concerning the nature of your concern and include copies of all documentation that may prove useful in reviewing the information – do not send originals as they will not be returned to you.
4. Important information concerning the processing of your concern:
	1. Information you provide may be shared with the college or university.
	2. If it seems appropriate, we will contact the college or university and attempt, through mediation, to bring about a resolution.

form:

*Complete all sections, providing as much detail as possible. If handwritten, please write clearly.*

**Student Information:**

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| --- |
| Name: |
| Address:  |
| City, State, Zip:  |
| Home or Cell Phone: | Business Phone: |
| Email address: |

**School Information:**

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| --- |
| Name:  |
| Address:  |
| City, State, Zip:  |
| Name of program in which you were enrolled: |
| Dates of attendance: |

Required Details of your concern: (use additional sheets if necessary)

1. Describe your concern in detail and provide any related evidence. Indicate your area of concern from the list below:
	1. Residency – include determination timeline
	2. Transfer - If a transfer issue, include transfer out college (the college you are transferring courses from), the transfer in college(the college you are transferring courses to),and the courses in question with identification numbers, like ENG 101, that may not have transferred.
	3. Student Financial Assistance - Financial aid determination timeline and results
	4. Other issues. Include signed enrollment agreements, catalog information, or any correspondence as appropriate.

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| --- |
|  *(These boxes will expand when you begin typing. Please begin describing your concern in detail)* |

1. Explain how you attempted to resolve the issue with the school and what responses(s) you received from the school. Provide the names of people you have contacted at the school. Provide copies of any relevant correspondence.

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1. Describe what you would consider to be a fair and equitable resolution of this issue.

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**Student Certification and Release**

I verify that the information given in this report, including all attachments, is true and accurate to the best of my knowledge. I understand that information included in this report may be made available to the school and may be available upon request to members of the public. I authorize the school named in this report to release all information requested by the Washington Student Achievement Council.

Signature Date

**Complete all of the following if signing electronically:**

**Type your full legal name**

Signature

**Type in location**

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City State

**Type in date electronic signature is completed in the form month/day/year. (example: April/10/2014).**

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Date (Month/Day/Year

If you have questions about this form, please contact

Jim West

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Washington Student Achievement Council

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