



Comment, Compliment or Complaint Form

Santa Fe Indian School Counseling Center

Office Phone: (505) 216-7418

This is a: Comment Compliment Complaint

Your Name: _____

Date: _____

Client Name: (If you are not the client): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ () Cell () Work () Home Message Okay? () Yes () No

Alternate Phone: _____ () Cell () Work () Home Message Okay? () Yes () No

SFIS Counseling Center

Please tell us what happened. When did it happen? Who was involved? For complaints, provide any information which you think will help us resolve the situation. Write on the back of this form if necessary.

For Comments or Complaints: What would you like us to do to help resolve the situation? What do you want done about this?

You can file this complaint one of three ways:

1. Give the completed complaint form to your therapist or the front desk at the SFIS Health Center.
2. Mail the completed complaint form to SFIS Counseling Center,
Mailing Address: 1501 Cerrillos Road, Santa Fe, New Mexico 87505
3. Email to Maria Brock, Student Wellness Director mbrock@sfis.k12.nm.us

For Office Use	Received: _____	Resolution Date: _____
Contacts: _____		
Resolutions: _____		

