

MULTI- PURPOSE COMMENT FORM

- Accolade** **Positive points of interest** **Concern** **Continuous Improvement Request**

Name: *(Person seeking feedback)* _____

Date of request _____

Comment:

Response of Reply :

Signature: _____

Once the above information is completed please forward to Learner Support

Outlined Action taken:

(Please date each action)

- Staff Meeting** **Discussion with student/s** **Management Discussion** **Other** _____

Date:	

Comments:

Signed: _____

Signed: _____

College Director (Optional)

I have read and understand the action taken above as acceptable:

Signed _____

(Person seeking feedback)

