

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
COMPLAINT PROCESS AND FORM**

File a complaint

To file a complaint against an accredited member organization please write a letter, send an email containing the following information, OR use the form attached:

1. First and Last Name of Person making the Complaint
2. Complainant address
3. Phone number
4. Email address
6. Name of member organization
7. Location of the member organization
8. Dates of incident
9. A full description of the problem and any other documentation that will support your claim such as high school diploma, transcript, completed class assignments, etc.
10. If your complaint is regarding a college not accepting your high school diploma from an accredited school then please include the name of the college that you are applying to and a copy of the denial letter or correspondence.

Send complaint to:

GAACS
9521 Shellie Road Unit 13
Jacksonville, Florida 32257
Or email: info@gaacs.org
Or fax: 954-256-8140 or 954-680-9906

Issues GAACS does not investigate:

1. Anonymous complaints
2. Billing disputes
3. Matters in litigation
4. Complaints previously investigated and dismissed

NOTE: We do not accept confidential complaints. We will investigate your complaint to determine what assistance, we can offer. If we are unable to assist you then we may refer you to local, state, or federal agencies for assistance

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Contact Information:

Name: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____ E-mail address: _____

School Information:

Name of School _____
Address _____
Telephone _____ Fax: _____
Director/Principal: _____
Type of School: ___Preschool ___Nonpublic/Private ___Public/Charter ___College

Nature of Complaint: [Describe in detail the nature of your complaint. Please include names, dates, and time, if known.] You may attach additional paper if necessary.

Date: _____

Signature: _____