



City School District of Albany Ombudsperson Complaint Intake Form

Please follow these steps to contact City School District of Albany Ombudsperson Valarie Ann Scott with a complaint about student discipline. Please remember to include all requested information.

Date: _____

Full name: _____

E-mail address: _____

Phone number: _____

Please briefly describe your concern: _____

What have you already done to try to resolve the problem?: _____

What results would you like to achieve?: _____

Please send this completed form to the ombudsperson.

Via e-mail: vscott@albany.k12.ny.us

Via fax: (518) 475-6621

Via regular mail: Valarie Ann Scott, Harriet Gibbons Student Services Center,
Room 111, 75 Watervliet Ave., Albany NY 12206

Thank you for sharing your concerns. The ombudsperson will be in contact with you shortly to determine what type of complaint you are filing and if you are interested in an alternative dispute resolution process.