

# Comment/Complaint Form

Date:

Name:

Address:

Post code:

Email address:

Phone number:

If you have a complaint, it is important that you first try to resolve it directly with the appropriate service by contacting the relevant EA office. Where this has been unsuccessful, please complete the fields below providing us with as much information as possible. This will help us direct your complaint to the right person and enable us to respond as quickly as possible. Please email the completed form to [feedback@eani.org.uk](mailto:feedback@eani.org.uk) or post to: Education Authority Complaints Office, 1 Hospital Road, Omagh BT79 0AW.

**Provide as much detail as possible on your comment/complaint. For complaints, describe the incident/issue, including when it occurred, what service was involved etc.**

**What steps have you taken so far to resolve this issue? Include details of any contact you've had with the relevant service.**

**Tell us what you would like EA to do to resolve this issue?**