



AL-NASR INTERNATIONAL SCHOOL

Riyadh · American Curriculum KG–12 · MOE License No. 520-5255

PARENTS & COMMUNITY

Complaint & Feedback Forms

We value every concern and suggestion. Complete the form that fits your situation and send it to the school administration in person, by email or by phone.

ACKNOWLEDGEMENT

Within 2 working days

FOLLOW-UP

Within 5 working days

HANDLED

Fairly & confidentially



How it works

STEP 1

Fill in the form

Form 1 for a full complaint, Form 2 for a quick note.



STEP 2

Send it to us

In person, by email or by phone.



STEP 3

We acknowledge

Within 2 working days.



STEP 4

We follow up

Within 5 working days, per the NIS Appeals & Complaints Policy.



Where to send it

ADDRESS

3595 Al Hussein Ibn Ali, 7522, Al Masif, Riyadh
12466, Saudi Arabia

EMAIL

kifayajaber@nischools.edu.sa
visedujobsg@gmail.com

PHONE

053 365 6981

WEBSITE

nischools.edu.sa

Parent / Guardian Complaint Form

FORM 1

Date of submission

Parent / guardian name

Telephone / mobile

Email address

Student's full name

Grade & class / section

Nature of complaint

- ☐ Academic ☐ Behavioural ☐ Health & Safety ☐ Administrative
☐ Other: _____

Details of complaint (please give a full, factual description)

Requested resolution (what outcome are you hoping for?)

FOR SCHOOL USE ONLY

Received by (name / role)

Date acknowledged

Referred to

Date resolved

General Complaint Return Slip

FORM 2

Please complete this slip and return it to: _____ (who will explain what action will be taken).

Your name

Student's name

Class / grade

Relationship to student

☐ Father ☐ Mother ☐ Guardian ☐ Other: _____

Your phone number

Details of your complaint

Prior action taken (who did you speak to, and what was the response?)

Signature

Date



Suggestions are welcome too. You can use this slip to share an idea or positive feedback, and we will pass it on to the right team.