

COMPLAINT FORM CONCERNING DISTRICT EMPLOYEES

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parent/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

Name(s) of Complainant	Address	Phone
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Name of Employee Complaint is being filed against	Date
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Complaint Has Been Discussed With:

The Employee _____ Date _____

Principal or Immediate Supervisor _____ Date _____

District Superintendent _____ Date _____

Board Member(s) _____ Date _____

What Was The Result Of The Discussion?

Give a brief but specific summary of the complaint and the facts surrounding it. Use additional pages if necessary.
