



Was a meeting held between the person having the complaint and the employee?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a meeting was not held, explain why not: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution requested/sought by complainant: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date    \_\_\_\_\_ Complainant

\_\_\_\_\_ Date    \_\_\_\_\_ School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If resolved, manner in which the complaint was resolved: \_\_\_\_\_  
\_\_\_\_\_

Complainant (initial/date) \_\_\_\_\_ Employee (initial/date) \_\_\_\_\_

If no mutually agreed upon resolution reached, I request a decision by the Principal on the merits of the complaint:

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Complainant      (initial) \_\_\_\_\_      Date \_\_\_\_\_  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      Employee      (initial) \_\_\_\_\_      Date \_\_\_\_\_