

COMPLAINT AGAINST A SCHOOL DISTRICT EMPLOYEE

TO: Superintendent

Date: _____

Name of person(s) against whom the complaint is made:

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Description of complaint (include names, dates and places)

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Have you discussed the complaint with:

	Yes	Name	Date
Employee			
Principal			
Supervisor			

Result of discussion(s):

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I understand that:

1. The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
2. A copy of this complaint will be given by the School District to the person against whom this complaint is being made, and s/he will be given the opportunity to respond in writing to this complaint and that I will receive from the School District a copy of such response.
3. If a hearing is held on this complaint, it will be held in executive session with press and public excluded and I will be informed of the time, date and place such hearing will be held.

Signature(s) _____

Print Name(s) _____

Phone _____ Email _____

Address(es) _____

(You may use additional pages to describe your complaint more fully if you so desire.)

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