



**PUBLIC CONCERNS / COMPLAINTS
ABOUT PERSONNEL**

**PUBLIC CONCERNS WITH SCHOOL EMPLOYEES
(This Form to be Submitted to the
Superintendent or Superintendent's Designee)**

Name of person or group with the concern:

Mailing Address:

Phone:

E-mail:

Date:

School or department:

Grade level or content area:

Has the problem been discussed with the employee(s) in question?

Yes No If yes, date of discussion:

Has the problem or concern been discussed with the employee's supervisor?

Yes No If yes, date of discussion:

Name of supervisor:

Indicate the type of concern:

Communication

Professional responsibilities

Instructional

Other (Please Specify)

Other individuals that should be contacted regarding the concern:

Expectations for resolution:

For administrative use only:

Date of resolution:

Resolution indicated:

Communication or summary report? Yes No If yes, please attach.