

Dupree School District	NEPN Code: KL-E(1)
Policy Manual	

Complaint Against School Employee Report Form

Date Form Completed: _____

Form Completed by: _____

Person Filing the Complaint: _____

Address/Phone # of the Complainant:

Nature of Complaint: The person making the complaint shall with specificity, identify when and where the employee conduct occurred, the conduct of the employee which is the basis of the complaint, witnesses, and any other pertinent information.

(use additional sheets if necessary).

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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 _____