

COMPLAINTS CONCERNING STAFF OR PROGRAMS REPORTING FORM

<u>Policy</u> and <u>Procedure</u> 4312 – Complaints Concerning Staff or Programs or online at <u>www.highlineschools.org/about/board-policies</u>

INFORMATION ABOUT THE COMPLAINANT	
Today's Date:	Interpreter needed?
Reporting Person:	Phone Number:
Email Address:	
INFORMATION ABOUT THE RESPONDENT	
Name of person(s) against whom complaint is made: _	
Title:	Department/School:
Please describe the complaint providing specific detai	ls (write on another piece of paper if you need more space):

Have you discussed the complaint with anyone employed by Highline School District? Yes No
If so, please provide their name, date, and outcome of the discussion(s).
What are your desired next steps or how would you like to resolve this complaint?
What are your desired next steps of now would you like to resolve this complaint.
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. This complaint will be discussed with the person against whom it is being made, and a copy may be provided to that person at the discretion of Highline School District.

Print Name and Signature
FOR BUILDING ADMINISTRATOR OR CENTRAL OFFICE USE ONLY
Form received by: Date received:
Next action taken: