

**COMPLAINT AGAINST A SCHOOL DISTRICT EMPLOYEE**

To: Superintendent Date: \_\_\_\_\_

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

Description of complaint (include names, dates and places) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you discussed the complaint with	Yes	Name	Date
employee?			
principal?			
supervisor?			

Result of discussion(s) \_\_\_\_\_

I understand that:

1. The 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 District to the person against whom this complaint is being made, and he/she will be given the opportunity to respond in writing to this complaint and that I will receive from the 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)

\_\_\_\_\_  
Address(es)

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