



MAGNOLIA INDEPENDENT SCHOOL DISTRICT
P.O. BOX 88
MAGNOLIA, TX 77353

P 281.356.3571
F 281.356.1328
www.magnoliaisd.org

EMPLOYEE COMPLAINT FORM – LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or US mail to the appropriate administrator within the time established in DGBA (Local). All complaints will be heard in accordance with DGBA (Legal) and (Local) or any exceptions outlined therein.

1. Name _____

2. Address _____

Telephone _____

Email _____

3. Campus / Department _____

4. If you will be represented in voicing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone _____

6. What was the date of the decision or circumstances causing your complaint?

7. Please explain how you have been harmed by this decision or circumstance.

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

9. With whom did you communicate? _____

On what date? _____

10. Please describe the outcome or remedy you seek for this complaint.

Employee Signature _____

Signature of Employee's Representative _____

Date of filing _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the required information, if the re-filing is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint. If unavailable when you submit this form, they may be presented no later than the Level One Conference. Please keep a copy of the completed form and any supporting documentation for your records.