

Was a meeting held between the person having the complaint and the employee?

_____ Yes _____ No

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____

If a meeting was not held, explain why not: _____

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 _____

Reviewed: 10 October 2018
Adopted: 10 October 2018