

KEB-E

EXHIBIT

PUBLIC CONCERNS / COMPLAINTS ABOUT PERSONNEL

PUBLIC CONCERNS WITH SCHOOL EMPLOYEES

(This Form to be Submitted to the Superintendent or Superintendent's Designee)

Name of person or group with the concern: _____

Address: _____

Phone: _____

E-mail: _____

Date: _____

School or department: _____

Grade level or content area: _____

Has the problem been discussed with the employee(s) in question?

☐ Yes ☐ No If yes, date of discussion: _____

Has the problem or concern been discussed with the employee's supervisor?

☐ Yes ☐ No If yes, date of discussion: _____

Name of supervisor: _____

Indicate the type of concern:

- ☐ Communication (Verbal, written, phone, e-mail)
- ☐ Professional responsibilities (Tone, availability, clarity of expectations)
- ☐ Instructional (Grades, class content, structure)
- ☐ Other (Please specify):

Other individuals that should be contacted regarding the concern:

Expectations for resolution:

For administrative use only

Date of resolution: _____

Resolution indicated:

Communication or summary report? ☐ Yes ☐ No If yes, please attach.