

Standard Complaint Form

INSTRUCTIONS TO THE PERSON FILING THE COMPLAINT (COMPLAINANT): Please complete and sign the form. This form should be used to file a formal written complaint regarding concerns related to employees or the content of adopted instructional materials. Please review the Complaints section of the District website to process all other complaints. *Before filing this form, the complainant should attempt to resolve the complaint by an informal conference with the appropriate employee and/or supervisor. Submit the original signed and any attachments; retain a copy for your records.*

To (Supervisor): _____ School/ Department: _____
 From (Complainant Name): _____ Contact Phone: _____
 Email address: _____

INFORMAL CONFERENCE			
Date the informal conference was held concerning this matter		<i>Location</i>	
Who was present at this meeting?			
STATEMENT OF COMPLAINT:			
1. Nature of the complaint. A written complaint must include the name(s) of each employee involved, a brief but specific summary of the complaint and the facts surrounding it, including a specific description or prior attempts to discuss the complaint with the employee(s) involved and the failure to resolve the matter.			
2. SPECIFIC POLICY ALLEGEDLY VIOLATED, OR MISAPPLIED:			
3. REMEDY SOUGHT:			

Signature of Complainant: _____ Date _____

OFFICE USE. Received in HR: _____ <small>(Date & time stamp with initials)</small>	Reviewed in HR: _____ <small>(Date & initials)</small>
Complaint routed to: _____	Initial the level of the final disposition <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Signature of Appropriate District Administrator _____	Date _____