

**PUBLIC COMPLAINT FORM**

**Directions:**

1. The first step in the complaint process is to try to informally resolve the complaint or concern with the individual involved.
2. If you are not able to resolve your complaint or concern, you may submit your complaint in writing to the principal or supervisor. You may use this form or submit the complaint in a letter containing the same information as on this form. The school staff will help you prepare a written complaint if you need assistance.
3. The principal or supervisor will investigate your complaint and attempt to resolve it.
4. If the complaint is not resolved with the principal or immediate supervisor, the complaint will be referred to the Superintendent who will make a decision on the complaint.

**Please provide the following information:**

<b>Complainant Information</b>	
Last Name:	First Name:
Date:	Signature:
Phone:	Email:
Mailing Address:	
<b>Student Information (if applicable)</b>	
Last Name:	First Name:
School:	Grade-level:
<b>Please list each employee involved.</b>	

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**PUBLIC COMPLAINT FORM (continued)**

<b>Complaint Description</b>	
(Brief but specific summary of complaint and the facts surrounding it. Use additional paper if necessary)	
<b>Specific description of prior attempt to discuss the complaint with the employee involved:</b>	
Date discussed with employee:	Place discussed:
Outcome:	
Relief sought and reason why requested relief is appropriate:	

<b>For Office Use Only:</b>	
File Number:	
Date Received:	Received By:
Relevant Board Policies:	
Referred Back to Staff Member (if applicable):	

**PLEASE SUBMIT THIS COMPLETED FORM TO THE DISTRICT OFFICE.**

Adoption Date: September 17, 2018  
 Reviewed: February 18, 2019  
 Revised: November 15, 2021  
 Reviewed: March 27, 2023