



FORMAL COMPLAINT CONCERNING DISTRICT EMPLOYEES FORM

AUTHORITY: Board Policy (BP) 1312 and Administrative Regulation (AR) 1312

SECTION 1: COMPLAINANT INFORMATION

Full Name (Please Print): _____

Mailing Address: _____ (Street,
City, State, Zip)

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

SECTION 2: RELATIONSHIP AND STUDENT CONTEXT

Your Relationship to the Issue (Check one): ☐ Parent ☐ Staff ☐ Community Member ☐ Student ☐ Administrator ☐
Agency ☐ Employee ☐ Other: _____

Student Information (If applicable):

- **Child's Name:** _____
 - **School:** _____
 - **Grade:** _____
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SECTION 3: COMPLAINT NARRATIVE

A written complaint shall include: (a) The full name of each employee involved, (b) A brief but specific summary of the complaint and the facts surrounding it, and (c) A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

If more space is required, please attach additional sheets.

SECTION 4: MANDATORY PRIOR ATTEMPT TO RESOLVE

AR 1312 requires that every effort be made to resolve complaints at the earliest possible stage. Please indicate your prior attempts to discuss this matter below.

1. Confirmation of previous verbal discussions (Check all that apply):

Role	Name of Individual Contacted	Contacted?	N/A
Teacher		☐ Yes ☐ No	☐
Principal		☐ Yes ☐ No	☐
Superintendent		☐ Yes ☐ No	☐

SECTION 5: ADMINISTRATIVE PROCESS

ADMINISTRATIVE TIMELINE AND EXPECTATIONS

Per AR 1312, once a formal written complaint is received:

- **Notification:** The employee involved shall be notified of the complaint within **five (5) days**.
- **Investigation:** The individual responsible for the investigation shall attempt to resolve the complaint to the satisfaction of all parties within **thirty (30) days**.

SECTION 6: VERIFICATION AND SIGNATURE BLOCK

The foregoing statements are true to the best of my knowledge. I am requesting that the District conduct an investigation to resolve the issue(s) identified.

Complainant Signature: _____ **Date:** _____

SECTION 7: FOR OFFICE USE ONLY

Date Received: _____	Received By: _____	Forwarded To: _____
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