

Form

COMMUNITY INQUIRIES AND COMPLAINTS FORM

SCHOOL _____

I, the undersigned, a patron of _____ School District, do hereby make complaint and advise the administration and/or board of education that I understand and believe that:

a teacher, employee, or policy of said district, on or about the _____ day of _____

20____, at _____ did:

(Please describe the incident or act complained of)

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has an adverse effect.)

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (This must include discussing the incident with: 1-the teacher, 2-the building principal, and 3-the chief school administrator)

I suggest the following action on behalf of the administration and/or board:

If this matter proceeds to a formal or informal hearing, I will appear and testify as to my knowledge of the matter.

COMMUNITY COMPLAINTS AND INQUIRIES (form continued)

Complainant signature: _____ Date: _____

Administrator signature: _____ Date: _____