

Pateros School District

- Complaints Concerning Staff or Programs -

This complaint form is to be used by individuals who are not satisfied with the results of an informal discussion to resolve a personal concern associated with either school personnel issues or the general nature of the school district's educational programs and activities. The complaint form must be filled out completely and include the specific issues, conditions and circumstances of the concern and/or problem and the remedies desired by the complainant. This complaint will be filed with the superintendent. Future conferences and investigations will be based on the information provided on this form.

Complaint Filed By: _____

Address _____

Phone _____

Informal conference held with: _____ Date _____

Complaint Issues:

Remedy Sought:

The complaint will be investigated by the superintendent or designee, and at his/her discretion a personal conference may be held with either the complainant, the subject of the complaint, or both. The complainant will receive a written response to the complaint within ten (10) school business days after receipt of the complaint form.

Signature of Complainant _____ Date _____

Signature of School Employee Receiving Complaint/Appeal _____

Printed Name of School Employee Receiving Complaint/Appeal _____

Date Received _____ Time Received _____