

Complaint Form – BOE Policy 2006

1. Contact Information
 - a. Name –
 - b. Phone Number –
 - i. Daytime –
 - ii. Cell Phone –
 - c. Address –
2. Date of incident or concern –
3. Individuals involved –

4. Individuals who may have witnessed incident –

5. Please give a detailed description of incident or concern.

6. Did you talk with supervising staff?

a. Date reported –

b. Action Taken –

c. Concerns –

7. Did you report incident to the principal?

a. Date reported –

b. Action Taken –

c. Concerns –

8. Did you report incident to the superintendent?

a. Date reported –

b. Action Taken –

c. Concerns –

9. Date of Final decision and notification of complainant.