

COMPLAINT AGAINST SCHOOL EMPLOYEE  
**Report Form**

Date Form Completed: \_\_\_\_\_

Form Completed by: \_\_\_\_\_

Person Filing the Complaint (Complainant): \_\_\_\_\_

Address/Phone # of Complainant: \_\_\_\_\_

\_\_\_\_\_

Employee Involved: \_\_\_\_\_

Nature of Complaint: The person making the complaint shall with specificity identify when and where the employee conduct occurred, the conduct of the employment which is the basis of the complaint, witnesses, and any other pertinent information.

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Was a meeting held between the person having the complaint and the employee?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If a meeting was held, when was it held, and what happened at the meeting and what was the outcome of the meeting? \_\_\_\_\_

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If a meeting was not held, explain why not: \_\_\_\_\_

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Resolution requested/sought by Complainant: \_\_\_\_\_

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Completing Report Form

Step 1 mutually agreeable resolution was reached:

Yes \_\_\_\_\_ No \_\_\_\_\_

If resolution, manner in which the complaint was resolved:

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Complainant (initial/date) \_\_\_\_\_ Employee (initial/date) \_\_\_\_\_

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes \_\_\_\_\_ No \_\_\_\_\_ Complainant (initial \_\_\_\_\_) Date \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Employee (initial \_\_\_\_\_) Date \_\_\_\_\_

[August 2015]

KL-E(1)