

Associated School Boards of South Dakota	NEPN Code: KL-E(1)
Policy Reference Manual	

**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 employee which is the basis of the complaint, witnesses, and any other pertinent information.

_____ (use additional sheets if necessary).

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Was a meeting held between the person having the complaint and the employee?

Yes _____ No _____

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____

If a meeting was not held, explain why not: _____

Resolution requested/sought by complainant: _____

Date

Complainant

Date

School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached:

Yes _____ No _____

If resolution, manner in which the complaint was resolved:

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 _____

Adopted: 12/8/2014
Revised:
Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.