

Individual(s) who could supply additional information about the complaint:

Name: _____ Contact information: _____

Name: _____ Contact information: _____

Name: _____ Contact information: _____

Has the complaint been discussed with the employee involved in the complaint? Yes No

Has the complaint been discussed with the employee's immediate supervisor? Yes No

I understand that the school district may request further information about this matter, and if such information is available, I agree to present it upon request. I also understand that a copy of this complaint may be given to the employee or supervisor against whom the complaint is made (if applicable).

I acknowledge that the school district prohibits retaliation or harassment against any individual or the child of a parent who submits a complaint.

Signature of complainant: _____ **Date:** _____

For office use only: