



**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:*