

**Jefferson County
School District 509J**

Code: **KL-AR**
Revised/Reviewed: Unknown; 7/23/18

**Suggestion, Complaint or Commendation Regarding an
Employee, Program or Service**

The district is interested in suggestions, complaints and commendations involving employees, programs and services. When a complaint is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken. Commendations are of value to the district because they improve morale and encourage district employees to take pride in their work and do more than is ordinarily expected of them.

We welcome comments and request you fill in the information requested below. Please submit the completed form to the program supervisor or school administrator.

Your Name

Date of Suggestion, Complaint or Commendation

Address

Telephone

Nature of Suggestion, Complaint or Commendation:

Source of your information:

Remedy Sought:

Signature of Program Supervisor or Administrator

Date received