Monument School District 8

Code: KLD-AR(2)
Revised/Reviewed: 3/12
Orig. Code: KLD-E

Public Complaints About School Personnel

(This Form to be Submitted to the Employee's Supervisor)

Person against whom the complaint is made _____

Employee's position _____ School/dept. _____

Person(s) or group filing complaint _____

Complainant's address _____ Phone _____

Complainant's E-mail address _____

Date complaint is filed _____

Has problem been discussed with the employee?
☐ Yes ☐No Date _____

Has problem been discussed with the employee's supervisor?
☐ Yes ☐No Date _____

Summary of the complaint (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution): _____

The projected solution. Indicate what you think can and should be done to solve the problem. Be as specific as possible.

_____ _____

Signature of complainant Date

The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.