

Nyssa School District 26

Code: KL-AR  
Revised/Reviewed: 12/12/16

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

The district is interested in suggestions, complaints and commendations involving employees or programs. When such 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 to improve the district. 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.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below.

Name of Employee/Program \_\_\_\_\_ Date of Suggestion, Complaint or Commendation \_\_\_\_\_

Nature of Suggestion, Complaint or Commendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source of your information: \_\_\_\_\_

\_\_\_\_\_

Justification of your feelings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the above but do not necessarily agree.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_