

Pleasant Hill School District 1

Code: **KL/GBM-AR**
Adopted: 7/87
Readopted: 1/10/00, 12/10/07

Complaint Form

The district is interested in resolving complaints involving employees or programs. 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 to improve the situation.

Please commit to writing the complaint so as to better be able to bring the issue to resolution. The Complainant and/or District Representative may attach a more comprehensive explanation if so desired or needed.

Name of Employee/Program

Date of Complaint

Nature of Complaint:

Remedy sought:

Name of Complainant

Signature of Complainant

District Representative's response to complaint:

District Representative's Signature

Date

Date Submitted to the Superintendent's Office