

**Phoenix-Talent
School District 4**

Code: **GBM-AR**
Adopted: 2003

Phoenix-Talent School District Complaint Form

Regulations and Procedures:

This form shall be completed and submitted to building principal when an employee has reason to believe that the District is violating its written policies, procedures, administrative rules and/or regulations.

Name of Employee _____ Date _____

School _____

Assignment/Grade Level _____

What is the specific nature of the complaint?

To which District Policy is this complaint directed? # _____

Remedy requested: _____

A conference will be scheduled by the building principal within five (5) working days.

If the employee is not satisfied with the disposition of this complaint, he/she may request a meeting with the Superintendent by submitting a copy of this form. A conference will be scheduled within ten (10) working days.

If the employee is not satisfied with the Superintendent's disposition of this complaint, he/she may request to meet with the School Board by submitting a copy of this form. A time will be scheduled within thirty (30) days at a regularly scheduled Board Meeting.

The decision of the Board shall be final.

Employee Signature

Date

Principal Signature
Form B-206

Date