

Silver Falls School District 4J

Code: KL-AR3
Adopted: 5/9/89-E
Readopted: 9/8/97

Complaints from Patrons - Federal

SILVER FALLS SCHOOL DISTRICT

Complaint Form

I, _____, hereby file the following complaint with
(complainant's name)

(name of district employee receiving complaint)

Description of complaint (include as many specific details as possible, such as names, dates, time, number of occurrences and location). Also include your recommendation for resolving the complaint.

Mark here if additional sheets used and attached to complete description.

Response to question(s) asked by receiving district employee:

The above information is a complete and accurate report of the facts regarding the basis of this complaint as I know them. I understand that I will receive a report regarding the results of an investigation on the basis for filing this complaint within two weeks unless extenuating circumstances make such impractical. If the complaint findings report is not filed within two weeks, the reason for the delay will be included in that report which shall be filed as soon as possible.

Complainant's signature _____ Date _____

Address _____ Phone _____

Signature of receiving employee _____ Date _____

Copy of complaint form to complainant at time of filing. Other copies to be attached to copies of complaint findings report and sent to: superintendent, building principal, district employee charged in complaint, if any; and complainant.