Snohomish School District NO. 201

Complaint Against a School District Employee

Name of person(s) against whom complaint is made: ________________________________

Description of complaint (include names, dates and places): __________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Have you discussed the complaint with: Yes Name Date

Employee? ___ ___________________________ ________

Principal? ___ ___________________________ ________

Supervisor? ___ ___________________________ ________

Result of discussion(s): __________________________________________________________

______________________________________________________________________________

Resolution sought: ______________________________________________________________

______________________________________________________________________________

I understand that:

1. The School District may request further information about this complaint, and if such information is available, I will present it upon request.

2. A copy of this complaint will be given by the School District to the staff member against whom this complaint is being made and his/her supervisor, the staff member and his/her supervisor, will be given the opportunity to respond to this complaint in writing or in person.  

3. If this complaint is submitted to the board for its review, the staff member may request that the board discuss the issue in and open meeting, or in an executive session in the presence of the staff member.  If an executive session is held, press and public are excluded.

4. The board may discuss the complaint in an executive session, but any formal actions by the board must take place in an open meeting.

______________________________________ /________/________
Signature Telephone No. Date

_____________________________________
Address City, State

(You may use additional pages to describe your complaint more fully if you so desire.)

Revised 5/2018