

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): _____

	Yes	Name	Date
Have you discussed the complaint with: 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.)