

3. Please describe your attempt to meet with a supervisor/administrator and the failure to resolve the matter.

4. If you are submitting this form to the Office of the Superintendent, please describe your attempt to meet with the employee(s)' supervisor and/or Principal and the failure to resolve the matter.

5. Describe the outcome or remedy you seek for this complaint:

I hereby certify that this information is complete and accurate to the best of my recollection.

Complainant's Signature

Date

Please complete this form and return it to the employee's supervisor.
Attach to this form any documents you believe will support the complaint.
Keep a copy of the completed form and any supporting documentation for your records.