

**Complaints Concerning Staff or Programs Form**

Under School Board Policy No. 4220, attempts should be made to resolve issues at the school by bringing the matter to the attention of the principal. When a complaint is not resolved at the building or program level, use this form to bring your concern to the attention of the superintendent.

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Staff Member's Name \_\_\_\_\_

School / Program \_\_\_\_\_

Description of the  
Complaint: \_\_\_\_\_  
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How can we resolve  
this? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature