

URBANA SCHOOL DISTRICT #116

PERSONNEL COMPLAINT FORM #2.135

DIRECTIONS: Please answer all of the following questions. For additional information, please use the other side. Upon completion, submit form to superintendent's office.

TO: _____

1. I (We) wish to file the following complaint and/or concern about _____
_____, an employee of the Urbana School District.
2. Specifically state the concern: _____

3. With whom have you discussed your concern? _____

4. If known, include time(s) and date(s): _____

5. What was the result of the discussion(s)? _____

6. What are your suggestions and/or recommendations? _____

7. If possible, state how your suggestions and/or recommendations will affect the total district (students, staff, schools, other)? _____

I (we) understand that the superintendent may request from me (us) further information about this complaint, and if such information is available, I (we) shall present it upon request.

I (we) also understand that a copy of this complaint will be given by the superintendent to the person against whom this complaint is being made and he/she will be given the opportunity to respond in writing to this complaint and that I (we) will receive a copy of such response.

I (we) also understand that if a conference is held on this complaint by the superintendent or a committee thereof, I (we) will be informed of the time, date, and place of such a conference.

Signature

Address
Phone: _____

Signature

Address
Phone: _____