



North Slope Borough School District

Community Relations

E 1312.1 (1a)

PUBLIC COMPLAINTS RECORD CONCERNING SCHOOL PERSONNEL/PRACTICE/PROCEDURE

DEPARTMENT/SITE LEVEL FORM

Directions:

1. The first step in the complaint process is to try to informally resolve the complaint with the individual involved.
2. If you are not able to resolve your complaint with the person against whom the complaint is lodged you may submit your complaint in writing to the principal or supervisor of the employee. You may use this form or submit the complaint in a letter containing the same information as on this form. The school will help you prepare a written complaint if you need assistance.
3. The principal or supervisor will investigate your complaint and attempt to resolve it.
4. If the complaint is not resolved with the principal or immediate supervisor the complaint will be referred to the Superintendent who will make a decision on the complaint.

Please provide the following information:

Date: _____

Name of person making complaint: _____

Signature of person making complaint: _____

Home telephone #: _____ Work: _____

Address: _____

Student information (if applicable):

Name: _____

School: _____ Grade level: _____

Each employee involved: _____



North Slope Borough School District

Community Relations

E 1312.1 (1b)

**PUBLIC COMPLAINTS RECORD CONCERNING SCHOOL
PERSONNEL/PRACTICES/PROCEDURES**

DEPARTMENT/SITE LEVEL FORM (Continued)

Brief but specific summary of complaint and the facts surrounding it:

Specific description of prior attempt to discuss the complaint with the employee involved:

Date discussed with employee: _____

Place discussed: _____

Outcome:

Relief sought and reason why requested relief is appropriate:

**PLEASE DELIVER TO SCHOOL PRINCIPAL'S OFFICE OR MAIL TO THE SCHOOL
PRINCIPAL AT YOUR SCHOOL**