

(Please complete this document with as much detail as possible and return to the Director of Human Resources at the address listed above. A copy of this complaint will be forwarded to the county superintendent of schools.)

Name of person(s) against whom complaint is being made:

Nature of complaint: (Describe in your own words grounds for your complaint. Include all names, dates, and places necessary for a complete understanding of your complaint.)

[illegible]

Describe your attempts to discuss and resolve this complaint with the employee and/or employee's supervisor.

How do you propose that your complaint be resolved?

I understand that as a result of filing this complaint management/supervisory staff may request further information from me about this complaint, and if such information is available, I shall present it upon request.

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