

## Kenai Peninsula Borough School District

### Complaint Form

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **School/Site/Location:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Grade Level of Student:** \_\_\_\_\_

**School Board Policy 1312 Public Complaints Concerning the Schools** To promote fair and constructive communication, this form governs the resolution of complaints. Complaints concerning school personnel should first be made directly to the person against whom the complaint is lodged. If the complaint cannot be resolved informally by the person involved, please submit the complaint in writing to the school principal or immediate supervisor.

#### Complaint Details:

- 1. Name of each employee involved and their role:**
  
- 2. Brief summary of the complaint and the facts surrounding the complaint**(Include the date, time, and witnesses, if any).
  
- 3. Description of efforts made to discuss the complaint with the employee involved and why this did not lead to a resolution:**

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#### For Central Office Use Only:

Teacher/Staff

Principal

Special Programs

Curriculum

Schedule

Co-Curricular Activities Discipline

Other/Specify

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***Please return the completed form to the Assistant Superintendent.***