Kenai Peninsula Borough School District
Complaint Form

Date:	_____	Time:	_____	Phone Number:	_____
Name:	_____			School	_____
Mailing Address:	_____			Grade level of Student:	_____
	_____				

School Board Policy 1312 (Community Relations)

In order to promote fair and constructive communications, this form shall govern the resolution of complaints. Complaints concerning school personnel should be made directly by you 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.

1. Include the name of each employee involved and brief summary of the complaint and the facts surrounding it.

2. Please include a description of the efforts made to discuss the complaint with the employee involved and the failure to resolve the matter.

Central Office Use:

☐ Teacher/Staff	☐ Principal	☐ Special Programs	☐ Curriculum
☐ Schedule	☐ Co-Curricular Activities	☐ Discipline	☐ Other/Specify

Please return completed form to the Assistant Superintendent of Instruction.