## DEXTER CONSOLIDATED SCHOOLS FORMAL COMPLAINT/GRIEVANCE – PUBLIC/COMMUNITY/PARENTS

Per Board Policy, all requested information must be completed before complaint/grievance will be addressed. Please print clearly.

Person(s) or group filing of	complaint/grie	evance			
Grievant's address			Phone		
Grievant's email address					
Date complaint/grievance	is filed				
Has problem been discuss	ed with the:				
Teacher/Staff Member _	Yes	No	Date		
Principal/Director _	Yes	No	Date		
Superintendent _	Yes	No	Date		

2.	Identification of other witnesses or persons with information reg	arding concern described above:
3.	Projected solution – please indicate what you think can and shou Be as specific as possible.	ld be done to solve the problem.
retaliat use of	tion against anyone who reports a complaint/grievance is prohibition, recrimination, discrimination, harassment, or be otherwise ad the grievance procedure. Appropriate action will be taken against taliate against anyone who submits a complaint/grievance to the d	versely affected because of the students, staff, or administration
Signati	ire of complainant	Date

One (1) copy of complaint/grievance form will be given to the complainant, and one (1) copy will be retained for district files. Submitted complaint/grievance forms will be investigated and replied to within 5 business days.

## \*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

_ Referred to school administrator/director to investigate	Date
_ Investigated by Superintendent	Date
. Summary of investigative findings (continue on back if ne	eded):
. Identified solution (continue on back if needed).	mplementation date
. Complainant notification of investigation results and ident	ified solution. Check all that app
Phone call Date	
_ In person meeting	
_ Email Date	
_ Letter mailed Date	

NOTE: All finalized documentation must be submitted to Superintendent's office for final filing.
