

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

906-AR-0. PUBLIC COMPLAINT TO BOARD

Date complaint filed: _____ Employee with whom it was filed: _____

Complainant initiated by: _____

Last Name	First Name	Middle Initial
-----------	------------	----------------

Street Address/Apt. #	City	State	ZIP Code	Telephone
-----------------------	------	-------	----------	-----------

Complainant represents him/herself organization; specify: _____

Attach additional page(s) if necessary for any question that may require a lengthy response.

What is your complaint? Use full names, dates, exact occurrences, including witnesses, if appropriate:

What result(s) are you seeking from this complaint? _____

Check the levels of district staff with whom you have discussed this complaint, as per Board Policy 906 Public Complaints:

Employee Principal/Immediate supervisor, as appropriate Superintendent/Designee

What responses have you received to your complaint when submitted at the previous levels? _____

What action are you requesting that the Board consider? _____

The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level(s).