

**KEB-E ©**

EXHIBIT

**PUBLIC CONCERNS / COMPLAINTS  
ABOUT PERSONNEL**

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL  
(This Form to be Submitted to the Employee's Supervisor)**

Person against whom the complaint is made \_\_\_\_\_

Employee's position \_\_\_\_\_ School/dept. \_\_\_\_\_

Person(s) or group filing complaint \_\_\_\_\_

Complainant's address \_\_\_\_\_ Phone \_\_\_\_\_

Complainant's E-mail address \_\_\_\_\_

Date complaint is filed \_\_\_\_\_

Has problem been discussed with the employee?

Yes  No          Date \_\_\_\_\_

Has problem been discussed with the employee's supervisor?

Yes  No          Date \_\_\_\_\_

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):

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**The Projected Solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

