



Was a meeting held between the person having the complaint and the employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting:

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If a meeting was not held, explain why not:

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Resolution requested/sought by complainant:

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\_\_\_\_\_

Date

\_\_\_\_\_

Complainant

\_\_\_\_\_

Date

\_\_\_\_\_

School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached: Yes \_\_\_\_\_ No \_\_\_\_\_

If resolution, manner in which the complaint was resolved:

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Complainant (initial/date) \_\_\_\_\_ Employee (initial/date) \_\_\_\_\_

If no, mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes \_\_\_\_ No \_\_\_\_ Complainant (initial \_\_\_\_\_) Date \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Employee (initial \_\_\_\_\_) Date \_\_\_\_\_

ADOPTED: July 24, 2017