



KIRKWOOD
ELEMENTARY SCHOOL
Go Bobcats!

2049 Kirkwood Road Corning, CA 96021

Phone: (530)824-7773 | Fax: (530)824-6995

www.kirkwoodschoolca.org

E1312.1(a)

COMPLAINTS CONCERNING SCHOOL PERSONNEL
General Parent/Employee/Community Complaint

EMPLOYEES: Filing of a "complaint" is not the same as filing a "grievance". The filing of a "complaint" does not suspend the time to file a grievance.

TO: District Superintendent
Kirkwood Elementary School District
2049 Kirkwood Road
Corning, CA 96021

FROM: Name: _____
Address: _____
Telephone: _____

SUBJECT: Complaint against (Employee's Name): _____

NATURE OF COMPLAINT: (Describe in your own words the grounds of your complaint, including names, dates, and places necessary for a complete understanding of your complaint.)

Continued...

(The USDA and the Kirkwood Elementary School District are equal opportunity providers and employers)



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COMPLAINTS CONCERNING SCHOOL PERSONNEL (continued)

General Parent/Employee/Community Complaint

Have you discussed the complaint with the employee named in this complaint? Yes No

Have you discussed the complaint with the immediate supervisor of the employee named in this complaint? Yes No

Give dates and name(s) of person(s) to whom you have spoken:

State the results of the discussion with immediate supervisor: _____

Other comments, if any: _____

(attach additional pages if necessary)

DECLARATION UNDER PENALTY OF PERJURY

I understand that the Superintendent, Designee, or Board of Education may request from me further information about the complaint and, if such information is available, I shall present it upon request.

I also understand that a copy of this complaint will be given to the employee against whom this complaint is being made.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at _____, California.

Signed: _____ Date: _____

Witnessed by: _____ Date: _____

3/27/14

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