

KE-E ©

PUBLIC CONCERNS AND COMPLAINTS

COMMUNITY COMPLAINTS

(This Form to be Submitted to the Area Supervisor)

Person(s) or group filing complaint _____

Complainant's address _____ Phone _____

Date complaint is filed _____

Has problem been discussed with the administration?

Yes No Date _____

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

Identification of other witnesses or persons with information about concern:

The Projected Solution

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

[illegible]

Signature of complainant

Date _____

The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.