

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.

Signature of complainant

Date

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