## 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 addressCellular	Phone ( )	
Complainant's E-mail address		
Date complaint is filed		
Has problem been discussed with the employee's supervisor?		
□ Yes □ No Date		
Has problem been discussed with the employee's supervisor?		
Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged improper conduct, and suggested solution):		

New Mexico School Board Association	K-1481	KEB-E
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.		