

PATRON COMPLAINT PROCEDURE FORM

The Fayetteville Board of Education recognizes the need to implement an orderly procedure for the early resolution of complaints by the public. Any patron who wishes to lodge a complaint against a Fayetteville School District employee may do so by submitting a written, signed Patron Complaint Form to the employee's immediate supervisor:

Date of complaint: _____

Date alleged problem occurred: _____

Name of person filing complaint: _____

Phone number: _____

Please identify the problem or the policy or applicable law that is believed to have been violated:

Please describe the details of the alleged problem, including names, dates, specific actions taken by the individuals involved, witnesses, etc.:

Please describe the actions you have taken to resolve the matter prior to filing a written complaint:

When you have completed this form, please give it to the building immediate supervisor of the employee with whom you have a complaint. The principal will investigate the complaint and will contact you to resolve the matter.