

LANCASTER COMMUNITY SCHOOL DISTRICT

PUBLIC GRIEVANCE COMPLAINT FORM

Date: _____

Name: _____

Building: _____

Reason(s) for Complaint: _____

What happened? _____
(Including the specific nature of the complaint)

When did it happened? _____

Day? _____ Date? _____ Time? _____

Where did it happened? _____

Who was involved? _____

Identify any witness(es)? _____

Relief requested: _____

Signature _____

Date _____, 20

A reply in writing to the complainant shall be given within thirty (30) working days unless notice is given of the need for extension of the investigation.