



Administration Building
2112 Utica-Sellersburg Road
Jeffersonville, Indiana 47130-8506

GREATER CLARK COUNTY SCHOOLS COMPLAINTS CONCERNING SCHOOL EMPLOYEES

This form should be completed and returned to Tricia Helton, Director of Human Resources, at 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130-8506.

1. Your information:

Name: _____

Address: _____

City/State/Zip: _____

2. Person against whom the complaint is directed:

Name: _____

Position: _____

3. Date this complaint was discussed with the person listed above in number 2:

4. Date and name of supervisors with whom this complaint has been discussed:

Name

Date

5. Describe the incident(s) which caused this complaint. Please include dates, times, locations, and witnesses, if any. You may attach additional pages or supporting documents.

6. State the School Board Policy, school rule, law, or standard of behavior you believe was violated. Please be as specific as possible.

7. What decision(s) do you believe must be made to resolve this complaint?

Signature

Date