

Grizzly Challenge Charter School
Nondiscrimination in Employment Complaint Form

TO: Principal or designee, Grizzly Challenge Charter School

FROM: Name(s) _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

1) Name of employee/individual against whom complaint is being made

2) Complete description of the complaint, including all witnesses, dates, places and evidence necessary for a complete understanding of the complaint

You may use additional paper to describe your complaint more fully if you so desire.

3) A description of prior attempt(s) to discuss the complaint with the employee/individual involved.

4) The solution that the complainant believes will resolve the complaint

I (We) understand that the Principal or designee may request further information about this complaint, and if such information is available, I (We) shall present it upon request.

I (We) also understand that a copy of this complaint will be given to the person(s) named in the complaint, and he/she/they will be given the opportunity to respond in writing, and I (We) will receive a copy of such response.

I (We) certify under penalty of perjury that the foregoing is true and correct.

Date: _____

Signature(s):

