

Hutchinson Public Schools
Unified School District 308: Patron Complaint Form

I, the undersigned, a patron of Hutchinson Unified School District No. 308, do hereby make complaint and advise the administration and that I understand and believe that:

A teacher, employee, or policy of said district, on or about the _____ day of _____
20____, at _____ did:

(Please describe the incident or act complained of)

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has an adverse effect.)

Prior to signing this complaint, I have taken the following steps to verify the occurrence and remedy or clarify the problem complained of: (Generally, this should include discussing the incident with: 1) the teacher, 2) the building principal, 3) the public information officer and 4) the superintendent.)

I suggest the following action on behalf of the administration: _____

Complainant signature: _____

Date: _____

Administrator signature: _____

Date: _____