

SHAKOPEE PUBLIC SCHOOLS GENERAL COMPLAINT FORM

Independent School District No. 720 expects to provide services that meet or exceed expectations. However, when an employee or member of the public experiences or observes a practice or behavior that appears abnormal, a complaint can be lodged verbally or with this form. Each complaint is best handled by the individuals closest to the situation of concern. Accordingly, each complaint should be first lodged with the supervisor of the area in which the situation occurred. If the complaint involves the supervisor, the appropriate Director should receive the complaint, and if the Director is the subject of the complaint, the Superintendent should receive the complaint. Should the Superintendent be involved, complaints can be lodged with the School Board Chair or the Board of School Administrators in care of Dr. Tony Kinkel, Executive Director, 651-582-8236 office phone, 651-797-1608 fax, Anthony.kinkel@state.mn.us

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person or persons you believe was involved with the alleged incident.

If the alleged incident negatively impacted another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including as much detail as possible.
(Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present or are aware of the incident. _____

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)