



**SEQUIM SCHOOL DISTRICT NO. 323
CITIZEN COMPLAINT FORM**

Name: _____

Date: _____

Address: _____

Phone: _____

Complaint About (whom or what): _____

Description of Complaint (Facts): _____

Steps Taken to Resolve Complaint: _____

Policies or Procedures Related to Event: _____

Remedies Sought: _____

Signature: _____

Date: _____

(See Process on Back of Page)

Copies to: Superintendent's Office
Staff Member
Person Bringing Complaint
File

Process:

1. Step One – File Written Complaint form with Building Supervisor.
2. Step Two – Meeting Scheduled with Staff Member, Supervisor & Individual
3. Step Three – Appeal to Superintendent if not resolved.
4. Step Four – Meeting with Superintendent, Staff member, Supervisor & Individual filing complaint.
5. Step Five – Superintendent reviews and decision.
6. Step Six – If not resolved. Appeal to Board of Directors
7. Step Seven – Board reviews and Final Decision.