

Report of Employee Misconduct (General Complaint)

Please use this form to report a complaint involving a CVSD employee.

Name: _____ Date: _____

Address: _____ Contact Phone: _____

CVSD Employee Parent Student Other: _____

Statement of complaint: Describe in your own words the nature of your complaint, including all relevant names, dates, and places necessary to understanding your concerns. Please attach additional pages if needed.

Remedies sought: Describe what you would like to see as a resolution to your complaint:

Report of Employee Misconduct

Have you discussed this matter with the individual(s) involved? Yes No

If yes, who did you speak with and when?

Name	Date

What was the outcome of your discussion(s)?

I understand that CVSD may request additional information, and if such information is available, I shall present it upon request.

Send this completed form to:
HR / Compliance Officer
Central Valley School District
19307 E. Cataldo Ave.
Spokane Valley, WA 99016

Signature

Date

CVSD HR OFFICE USE ONLY:

Date received:	Received by:	Investigated by:
Disposition:		