

**Tonasket School District  
Complaint Against a School District Staff Member**

**To: Superintendent  
Tonasket School District**

Date: \_\_\_\_\_

Name and Address of Person(s) Initiating the Complaint:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of School District Staff Member(s) Against Whom this Complaint is Initiated:

\_\_\_\_\_

Description of Complaint: \_\_\_\_\_

\_\_\_\_\_

(You may use additional pages to describe your complaint more fully if you so desire.)

What has come out of the informal process: \_\_\_\_\_

\_\_\_\_\_

Solution(s) Sought by the Person(s) Initiating the Complaint: \_\_\_\_\_

\_\_\_\_\_

In initiating this complaint, I (we) understand that:

1. The School Board may request further information about the complaint, and if such information is available, I (we) shall present it upon request.
  
2. A copy of this complaint and all attachments shall be given, by the superintendent, to the district staff member(s) against whom this complaint is initiated. The staff member(s) shall be given the opportunity to respond, in writing, to this complaint and that I (we) shall be provided an exact copy of such response(s).

Signature(s) of Person(s) Initiating this Complaint:

\_\_\_\_\_

Received in the District Office \_\_\_\_\_ via \_\_\_\_\_

Distribution of Exact Copies of Form 4220-F1, including attachments, by superintendent:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_