

**KEB-E**

**PUBLIC CONCERNS WITH SCHOOL EMPLOYEES**

**(This Form to be Submitted to the Superintendent or Superintendent's Designee)**

**Name of person or group with the concern:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**School or department:** \_\_\_\_\_

**Grade level or content area:** \_\_\_\_\_

**Has the problem been discussed with the employee(s) in question?**

**Yes**       **No**      **If yes, date of discussion:** \_\_\_\_\_

**Has the problem or concern been discussed with the employee's supervisor?**

**Yes**       **No**      **If yes, date of discussion:** \_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Indicate the type of concern:**

**Communication (verbal, written, phone, email)**  
\_\_\_\_\_

**Professional Responsibilities (Tone, availability, clarity of expectations)**  
\_\_\_\_\_

**Instructional (grades, class content, structure)**  
\_\_\_\_\_

**Other (Please specify)**  
\_\_\_\_\_

**Other individuals that should be contacted regarding the concern:**

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**Expectations for resolution:** \_\_\_\_\_

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**For administrative use only**

**Date of resolution:** \_\_\_\_\_

**Resolution indicated:** \_\_\_\_\_

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**Communication or summary report?**  Yes  No **If yes, please attach.**