



Public Complaints & Concerns Form for Policy 9130

It is the policy of the Board of Education for the Metropolitan School District of Washington Township that complaints and concerns of stakeholders of the community are to be dealt with in accordance with Policy 9130. Any person registering a formal complaint according to Policy 9130, regardless of the nature of the complaint, must complete the following information.

Name : _____ Date: _____

Telephone: _____ Email: _____

Address: _____ Zip: _____

Please check which stakeholder group you represent:

____ Staff ____ Student ____ Parent

Organization: (name) _____ Other: _____

Check Only One:

____ Matter regarding instructional materials or curriculum

____ Matter regarding personnel

____ Other – Please explain

Please provide the following information with as much detail as possible. You may attach additional documents.

Statement of the nature of the complaint (note Policy if applicable):

Statement of dates and names of staff members with whom you have shared this concern :

Statement of any informal or formal steps taken thus far -to resolve the complaint:

What action(s) or decision(s) are you requesting to resolve this complaint?:

Signature

Date

Please submit this form to the following:

- Principal of school – if complaint primarily relates to instructional materials or curriculum.
- Assistant Superintendent at Central Office – if complaint primarily alleges a violation of Board Policy.
- Director of Human Resources at Central Office – if complaint primarily relates to a specific staff member
Mr. Matthew Kaiser
mkaiser@msdwt.k12.in.us

H. Dean Evans Community and Education Center
MSD of Washington Township
8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
317-205-3332