

**Papillion-La Vista Public Schools
Formal Complaint Form**

Describe all details of the issues for which you are filing this complaint. Return to the Director of Student Services if it involves a student, or to the Department of Human Resources if only adults are involved in the situation. Add additional pages if you require more space.

Describe the facts of what occurred to you or your student using names and places.

What was the impact of the incident?

Were there circumstances that influenced the situation or witnesses to what occurred? If yes, please be specific and provide names and addresses of witnesses if known.

What action do you think should be taken by the school district in response to your concern?

Name of Complainant: _____

Address: _____

Best phone number to use to contact Complainant: _____

Signature of Complainant: _____

Disciplinary action taken by the district in response to this complaint may not be something that can be freely shared with you if it involves a confidential employment action or student rights protections.