

Murray County Schools Complaint Form

Any staff member, parent, student, community member, or applicant who has a complaint regarding an employee, a district or school policy, or other condition of the Murray County School System may submit the complaint by printing and completing this form and filing it with the principal or superintendent. Completed forms may also be mailed to the address above.

1. Do you wish to receive a written response? If so, please fill out the section below. If not, then check beside "No" below.

Name of party filing the grievance: _____

Street Address or P.O. Box: _____

City, State, and Zip Code _____

____ No. I do not request a written response.

2. Name of the employee(s) against whom the grievance(s) is filed.
3. Name(s) of student(s) involved.
4. A statement of the factual basis on which the grievance is based.
5. State the problem. Be as precise as possible. Attach an additional page if necessary.
6. A list of witnesses with knowledge of facts related to the grievance and a brief statement outlining that knowledge.
7. A list of the specific policies of the Murray County School District which are believed to have been violated.
8. Do you request a conference? _____ If yes, with whom? _____

Signature of Complainant: _____ Date: _____