

The Larking House

Complaint Form

Any employee who wishes to file a grievance must fill out this form completely and submit it to their principal or immediate supervisor.

1. Please state the date of the event or series of events causing the grievance:

2. Please state your complaint, including the individual harm alleged:

3. Please provide specific facts to support your grievance (list in detail):

4. Please specify the remedy you seek:

Name: _____ Date _____