

4. I have previously filed a Miamisburg City Schools Complaint Form in compliance with this procedure about this staff member on _____. I have also filed a Complaint Form regarding this same subject matter, but about a different staff member, on _____. (Copy of said Form is attached.)

Signed: _____ Date: _____

Date received by principal/supervisor: _____
Date copy of complaint given to employee: _____
Date of follow-up meeting: _____

Individuals present at the meeting:

Disposition: _____

(Signature of Principal/Supervisor) (Date)

(A copy of this Form will be given to all appropriate employees.)

(Signature of Employee) (Date Received)