

Directions: Prior to submitting this form to the **Odyssey Board of Directors**, the complainant should ensure that the issue has been addressed at the school level, with appropriate and sufficient time to enact resolution. The issue should first be addressed following the chain of command respectively: 1) Teacher, if applicable, 2) Lead Teacher, 3) Assistant Principal/Principal, 4) Board of Directors, **if warranted**.

Please mail this form to the President of the Odyssey Board at: 14 St. John Circle, Newnan, GA 30265 or Email it to the President. The current Board President's email address can be found at: odysseycharterschool.net

ODYSSEY CHARTER SCHOOL

PERSONNEL COMPLAINT FORM

Name: _____

Position: _____

Email: _____

Primary Phone: _____

1. Please provide an overview of your specific concern(s). Indicate the date(s) of your concern(s). Indicate the date your concern (s) was initially presented to school personnel, ie: teacher, lead teacher, subject area teacher or administrator. **(Attach additional sheets as needed)**

2. List the names of all individuals with whom you have spoken about your concerns. Indicate the dates of contact, and any resolution that resulted from that contact.

CONTACT PERSON/POSITION	DATE	RESOLUTION/COMMENTS

3. What do you wish to achieve to help bring resolution to your concern(s)?

4. Please attach any supporting documents related to your concerns.

Signature_____

Date_____

FOR BOARD USE ONLY

Date Complaint Received by Board_____ School Policies & Procedures Followed by Staff? ___Yes ___No

Board Recommendations:___ Refer to Principal___ Investigate Further___ Refer to GA Dept. of Education___ No Action

Disposition

Initial Follow-Up Date_____

Comments:

Other Follow-Up Date_____

Comments:

Who/Title:_____

Organization:_____

Phone:_____

Email:_____

Other Follow-Up Date:_____

Comments:

Who/Title:_____

Organization:_____

Phone:_____

Email:_____

