

**BASTROP INDEPENDENT SCHOOL  
DISTRICT EMPLOYEE COMPLAINT FORM  
LEVEL ONE**

Complete this form in accordance with district policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy DGBA (LOCAL).

1. Name \_\_\_\_\_
2. Position \_\_\_\_\_ Campus/Dept. \_\_\_\_\_
3. Address (street, city and zip code) \_\_\_\_\_  
\_\_\_\_\_
4. Home phone (\_\_\_\_)\_\_\_\_\_ Cell phone (\_\_\_\_)\_\_\_\_\_
5. The date of the event or action that gave rise to this complaint \_\_\_\_\_
6. A detailed factual description of all of the circumstance(s) that gave rise to this complaint.  
(use additional pages if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Explain specifically how you were harmed or injured by the facts that you provided in  
response to item 6 above.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Specifically identify and attach if possible, any documents upon which you will rely during the  
grievance process and explain what those documents will prove. (If you do not have these  
documents at the time you file your grievance, you will be able to provide copies at the Level  
One conference. However, please identify to the best of your ability what those documents  
are and what you think they will prove.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

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10. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

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11. Identify the remedy you seek for this complaint.

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If you will be represented by another party in pursuing your complaint, please identify the person representing you.

Name of representative \_\_\_\_\_

Organization's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_)\_\_\_\_\_

Employee signature \_\_\_\_\_ Date submitted\_\_\_\_\_

Date complaint received by campus/dept.\_\_\_\_\_

Receiving person at campus/dept.\_\_\_\_\_