



Staff - Please refer to the "I have a question..Who do I call?" Chain of Command document prior to using this sheet. If that process fails to provide the information needed, please use this form.

Date **Completed:** _____ Building/Location: _____

Department: _____ Staff Member (asking the question): _____

Subject: _____
(Just a few words to open the feedback)

Have you discussed this concern with your building principal/supervisor? Yes _____ No _____
If no, then please send form to your building principal/supervisor. If yes, and no action, send form to humanresources@waylandunion.org.

Direct Supervisor: _____ **(Seeking a response)**

Concern or issue:

Staff members resolution/solution suggestion:

Witnesses: _____

Date of response: _____ Person responding: _____

Response:

Resolved: _____ Yes _____ No

Follow up needed: _____
Please send a copy to Building Administrator (they will forward if necessary)