

Prince Edward Island Teachers' Federation

FORM - POLICY 502.5

(Protocol for Responding to a Complaint by a Teacher Concerning an Administration Decision in a School that Affects the Rights of the Teacher Established in the Memorandum of Agreement or the Teacher's Contract of Employment)

DATE: _____

TIME: _____

LOCATION: _____

PRESENT: _____

PURPOSE OF MEETING: _____

RECOMMENDATIONS/ACTIONS DISCUSSED: _____

SIGNATURE: ADMINISTRATOR: _____

TEACHER: _____

Each party shall retain a copy of this completed form for his/her own records.