Teacher Query Form

EDB 021

This form is to be used by teachers seeking to have a query investigated. Without this form, staff at Provincial Offices (or the National Department of Education) will not be able to accept and process queries.

1. Teacher Details (Please print. Use block letters)

Family name: …….....……... Given Name(s): ……..

Previous Name (if applicable): ……..……. Employee Number: ☐☐☐☐☐☐☐☐

Province: …….....……

School Name: ……..... School Code: ☐☐☐☐☐

2. Nature of Enquiry (Tick the box of the area you wish to have investigated.Complete a separate form for each query)

Allowances	☐	Unactioned Variations	☐	Changes to Deductions	☐
Higher Duties	☐	Over-deductions	☐	Retired/Resigned	☐
Appointment	☐	Not receiving Pay	☐	Banking/Accounts	☐
Lost Cheque(s)	☐	PBSS/Underpayments	☐	D ecrease in Nett Pay	☐

Other Issues (Provide details on the reverse side if required):

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Documents attached (Y or N) ☐ If "Y", number of documents attached: ☐☐

3. Site Leader Comment

This teacher has discussed the matter attached to this query form with me prior to forwarding it for your attention.

Site Leader's Name: ……..... Signature: …….. Date: …….....

4. Query Management

Action Officer (Please print): ……

Action Taken: …….....

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Receipt Date	Date Action Completed
Date Teacher Notified	**Date Filed**

Acknowledgement Slip

(This section is to be detached and given (or forwarded) to the teacher.)

An Officer from the Staff & Salaries Section will address the issues you have raised within _____ days of receipt of your request. You will be notified of the outcome of your query, in writing, to your school.

Officer's Name: …….....… Signature: …….....……..

Date of receiving Query: ……

Additional Information to Explain the Query

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Teacher's Signature: …… Date: ……..