

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

**WILLIAMS UNIFORM COMPLAINT REPORTING FORM**



The Los Alamitos Unified School District is committed to providing safe, functional facilities, assigning teachers to classes for which they are qualified to teach and providing the required instructional materials for all students. All complaints are to be submitted to the Human Resources Department located at 10293 Bloomfield Street, Los Alamitos, CA 90720. Complaints may be filed anonymously, however, if you wish to receive a response to your complaint you must indicate that a response is required and provide your contact information.

**CONTACT INFORMATION • Response Requested**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

**COMPLAINT INFORMATION**

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Principal's Name: \_\_\_\_\_

**SUBJECT OF THE COMPLAINT:** Please check all that apply and attach additional pages if needed.

**1) Textbook and Instructional Materials:**

- A student lacks standards-aligned, state adopted, district adopted or other required textbooks or instructional materials for class.
- A student does not have access to instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, having missing pages or are unreadable due to damage.
- Other: \_\_\_\_\_

**2) Teacher Vacancy or Misassignment:**

- A semester/trimester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners and is assigned to a class with more than 20% English learners in the class.
- A teacher is assigned to a class for which the teacher lacks subject matter competency.
- Other: \_\_\_\_\_

**3) Facility Conditions:**

- Gas Leak            • Electrical Power Failure            • Major Sewage Line Stoppage            • Major Pest or Vermin Infestation
- Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems.
- Broken windows, exterior doors and/or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff.
- Structural damage creating a hazardous or uninhabitable environment.
- Other: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Filing Complaint**

\_\_\_\_\_  
**Date**

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**FOR OFFICE USE ONLY:**

Received by: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Title: \_\_\_\_\_