



**CONSTITUENT REQUEST FOR CONSIDERATION  
OF COMPLAINT BY THE SUPERINTENDENT**  
(Board Policy/Rule 1312.1)

**Office of the Superintendent**

(209) 331-7010 • (209) 953-8010 • Fax (209) 331-7256

Board Policy and Rule 1312.1 (attached) encourages constituents who have complaints regarding policies, procedures, or the action or inaction of district employees to discuss their concern with the employee most directly involved in the matter. If the issue is not resolved at that level, the constituent is asked to discuss the complaint with the employee's immediate supervisor. If the issue is not resolved to the constituent's satisfaction by the immediate supervisor, the constituent may present the complaint to the Superintendent through the completion and filing of this form.

*Please Print:*

**Name of Constituent Filing Complaint:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City Zip

**Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**School site or district location where complaint originated:** \_\_\_\_\_

**Specific Complaint:** *(you may attach additional pages, if needed)*

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**What do you perceive to be an acceptable solution to your complaint?**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed form to:** Lodi USD, Office of the Superintendent  
1305 E. Vine Street, Lodi, CA 95240-3148