

**Newark Unified School District
General Complaint Form**

A general complaint is a formal written statement alleging that there has been a substantial misapplication or violation of school, district, state, or federal rules or regulations.

Since this written complaint is being submitted, it is assumed that an informal conference has taken place between the complainant and the employee.

Tell Us About It

Name _____ Date _____

Address _____

Email _____ Phone _____

I am a...

Parent

Employee

Community Member

Student

Other

Student Name _____ Site _____ Grade _____

1. What is the issue?

2. What are the facts/background?

3. Has an informal conference taken place between the complainant (you) and the employee? Describe.

4. What is your recommended solution/action?

Please use additional pages as needed.

HR ONLY:

Log: _____ Sent to: _____

Response Timeline: _____ by _____
(date) (lead)