

PORTOLA VALLEY SCHOOL DISTRICT

COMPLAINT FORM

**Instructions: Please submit this form to the supervisor of the person or program of your complaint.**

The supervisor will tell the employee(s) involved that this complaint has been filed. The information you provide will be kept confidential except as necessary to investigate and resolve your complaint.

The District's complaint procedures are found in Board Policy 1312.1 and Rules and Regulations 1312.1 which are attached for your review. Please note the appeal provisions and timelines involved.

Should you have any questions about the complaint policy or procedures, please contact the school site principal or the superintendent.

**Complainant Information**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

School \_\_\_\_\_

**Notice of Complaint**

Date of events this complaint is based on: \_\_\_\_\_

Please describe your complaint as specifically as possible, using date, times, names, locations or situations (use additional paper if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With whom have you conferred to resolve your complaint?

Name(s) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action or remedy are you seeking to resolve this complaint? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date