

**General Complaint Form**

In accordance with Board Policy 1312 and Administrative Regulation 1312.1(a) all complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board of Trustees.

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_  
 Name of Student \_\_\_\_\_ School Location \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

The name of each employee involved \_\_\_\_\_  
 Please provide a brief but specific summary of the complaint and the facts surrounding it.  
 \_\_\_\_\_  
 \_\_\_\_\_

Please provide a description of any prior attempt to resolve the complaint.  
 \_\_\_\_\_  
 \_\_\_\_\_

Resolution requested.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Received by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
 Comments  
 \_\_\_\_\_  
 \_\_\_\_\_

Referred to \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
 Action Taken/Resolution  
 \_\_\_\_\_  
 \_\_\_\_\_

