COLTON JOINT UNIFIED SCHOOL DISTRICT

SITE LEVEL COMPLAINT FORM

The Colton Joint Unified School District encourages parents and community members to speak with the school site Principal regarding concerns or complaints. **A written complaint must be submitted to the Principal within 60 days of the act or event which is the subject of the complaint.** Within five (5) working days of receiving the complaint, the Principal shall meet with the complainant and conduct any necessary investigation in an effort to resolve the complaint. A written response to the complaint must be submitted within ten (10) working days after the meeting.

If a complaint has not been satisfactorily resolved at the site level, the complainant may file a written District level complaint form with the Office of Student Services within ten (10) working days of receiving the site's written response. Any complaint not taken to the next step within the prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Student Name:_____ ID #:_____ DOB:_____

Address:_____ Parent Phone:_____

School:_____ Date of Act or Event:_____

Have you met with the Principal regarding your concern(s)? YES_____ NO_____

Please state in detail the reason for the complaint:

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Complainant's Name (Print):_____Signature:_____

Date:_____

Complaint Received By (Print):_____**Date Received**:_____

White: Site Administration Yellow: Complainant's Copy D-60 Rev 8/2023