



SITE LEVEL COMPLAINT FORM

COLTON JOINT UNIFIED SCHOOL DISTRICT

The Colton Joint Unified School District encourages parents and community members to speak with the school site Principal/Department Director regarding concerns or complaints. **A written complaint must be submitted to the Principal/Director 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/Director 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 District Office 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.

Please send or deliver this completed form to The Principal/Director of the site/department.

Basic Statement regarding the nature of the Complaint:

(Details on 2nd page)

Have you attempted to **informally** solve this complaint before submitting a Written Complaint **YES**____ **NO**____

Date of Informal meeting _____

Print Name

Complainant's Signature

Date submitted

Telephone Number

Date of Alleged Incident

Location of Alleged Incident

Student Name (if any)

School/Department

Witness Name

Witness #2 Name

More Space Provided on 2nd page for full explanation

Additional Information:

[illegible]

Please attach more pages as needed