



School District of Jefferson Formal Public Complaint Form

Mission: Empowering futures together.

Vision: All students positively impact society.

Submission Instructions

This form is intended for use at the **Third Level** of the District's public complaint process (*Policy 9130*). Please ensure you have completed the following steps before submitting this written request:

1. **First Level:** Discussed the matter with the staff member involved or the Administrator closest to the issue (e.g., Building Principal).
2. **Second Level:** Discussed the matter with the staff member's supervisor. (*If a staff member is involved.*)

Note: This request must be submitted promptly after the discussion with the staff member's supervisor.

Complainant Information

- **Name:** _____
- **Address:** _____
- **Phone/Email:** _____
- **Do you have children who attend school in the District:** ☐ Yes ☐ No
If yes, please provide the schools your children attend, along with their current grade level:
○ _____
- **List individuals you have spoken to regarding this matter, including the staff member or Administrator involved at the first level and the supervisor at the second level (if applicable):**

Complaint Details

Consistent with District Policy **po9130**, provide the following information (*attach additional pages if necessary*):

1. Describe the specific nature of the complaint and the details that led to it.

2. Describe how you or your child has been adversely affected, if at all, or explain any other negative impacts of the situation.
3. What steps have you taken to resolve the matter, if any?
4. What resolution/response are you seeking? *Please include the reasons you feel such action should be taken.*
5. Do you have any documentation to provide? *If so, please describe and attach.*

I understand that the above information is provided pursuant to Board Policy 9130 and that any information presented that is outside the scope of that policy may not be considered. I also understand that I am not entitled to any particular outcome from this process. I assert that any and all information contained herein (including attachments) is accurate, truthful, and genuine to the best of my knowledge.

Signature

Date

Next Steps

- **Resolution:** The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.
- **Further Appeal:** If the matter is not satisfactorily addressed at this level, a written request to address the Board may be submitted within three (3) business days of the latest resolution attempt.

Submit completed forms to the District Administrator's Office