

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