

Complaint Concerning School or District Personnel
SUSD Exhibit No. 1312.1 (2)

This form is to be used for complaints against employees other than those alleging unlawful discrimination (including harassment, intimidation or bullying).

Every effort should be made to resolve the concern at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the school principal. Complaints against a principal or district administrator will be addressed by the superintendent. Complaints against the superintendent will be addressed by the governing board.

Name: _____ Date Filed: _____

Address: _____ City/Zip: _____

Home Phone: _____ Other Phone: _____ Email: _____

I wish to complain against (provide name and position, please):

Location: _____ Date of incident: _____

Please specify the nature of your complaint and list specifics of *what, when, where, how* and *who was there*:

(Attach additional pages if necessary)

Previous attempts to discuss and resolve concern:

Suggestions for an appropriate remedy or resolution of this complaint:

I certify under penalty of perjury that the foregoing statements and attachments are true and correct.

Date: _____ Signature of Complainant: _____

*Please file this complaint form with the appropriate school principal/department head or at:
Sierra Unified District Office, 29143 Auberry Road, Prather, California, 93651*