

NEWARK UNIFIED SCHOOL DISTRICT

COMPLAINT PROCEDURE

A complaint is a formal written statement alleging that there has been a substantial misapplication or violation of school, district, state or federal rules or regulations.

Since this written complaint is being submitted, it is assumed that an informal conference has taken place between the complainant and the employee.

TELL US ABOUT IT

Name _____ Date _____

Address _____

Telephone _____

____ Parent ____ Employee ____ Community Member ____ Student

1. What is the issue?

2. What are the facts/background?

3. What is your recommended solution/action?

4. Administrative response: Name _____ Date: _____

Distribution:

Originator-white: Administrator's response
Yellow; Administrator's file; Copy – pink; Superintendent's file – goldenrod