



Irvine Unified School District
General Complaint Procedure for Parents and Guardians
 (Reference: District Administrative Procedure 1312.1)

Form 1312.1

PARENT/GUARDIAN GENERAL COMPLAINT

To: General Complaint Compliance Officer

SCHOOL SITE OF STUDENT:

SCHOOL SITE TO WHICH COMPLAINT PERTAINS:

Student Name		Grade Level	
Parent Name(s)			
Address			
City, State, ZIP Code			
Telephone (home)			
Telephone (business)			
E-Mail			

SCHOOL SITE STAFF MEMBER(S) INVOLVED:

Would you like the General Complaint Compliance Officer present at your initial meeting with the involved staff member(s)? Yes No

NATURE OF COMPLAINT: (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint. Please include any proposed resolutions. (Attach additional sheets if necessary.)

Please provide a signature below. All complaints should be dated.

Signature(s)	Date	
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FOR DISTRICT USE ONLY:

Date complaint received: _____

District staff member who received complaint: _____

Date complaint forwarded to General Complaint Compliance Officer: _____

Name of General Complaint Compliance Officer: _____