

EXHIBIT A

PUBLIC COMPLAINT FORM—LEVEL ONE

Any member of the public who wishes to file a complaint in accordance with the provisions of GF(LOCAL) must complete this form and submit it by hand-delivery, fax, or U.S. Mail to the appropriate administrator prior to or at the Level One conference. All complaints must be processed in accordance with Board policy GF(LEGAL) and (LOCAL) or any exceptions outlined therein. An individual may not present a complaint to the Board until all administrative remedies (appeal processes) have been exhausted.

1. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime telephone: _____

2. Campus: _____ Grade level: _____

3. Please state the date of the decision or circumstances causing the complaint:

4. Please describe the decision or circumstances causing the complaint (give specific, factual details):

5. Please explain how you have been harmed by this decision or circumstance:

6. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts:

PUBLIC COMPLAINTS

GF
(EXHIBIT)

With whom did you communicate? _____

On what date? _____

7. Please describe the outcome or remedy you seek for this complaint:

8. If you will be represented in presenting your complaint, please identify the person representing you:

Name: _____

Address: _____

Telephone number: _____

Please note: Failure to provide adequate notice of attendance at the conference by your attorney or other representative may result in rescheduling the conference to allow for a representative for the District administrator to attend the conference.

Complainant's signature: _____ Date: _____

Signature of representative, if applicable: _____ Date: _____

FOR OFFICE USE ONLY
Date and time received: