

# WILLIAMS COMPLAINT FORM

(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

This form may be used to file a complaint regarding insufficient instructional materials, an unsafe or unhealthy school facility condition, or a teacher vacancy or misassignment. After completing this form, file it with the School Principal. If the problem you are complaining about is beyond the authority of the Principal, he or she shall forward your complaint to the appropriate school district official. If there is not enough space below to describe your complaint in detail, please attach additional pages.

## Do you want to receive a written response?

- Yes, I request a written response.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Signature: \_\_\_\_\_

- No, I do not request a written response. I am filing this complaint anonymously.

**I. School Information** (school name and address): \_\_\_\_\_

## II. I request immediate action to correct the following problem(s):

*(Please check all that apply, provide supporting details, and add additional pages if needed.)*

### A. Textbooks and Instructional Materials:

- A student does not have required textbooks or instructional materials to use in class.
- A student does not have textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
- Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

**Describe the problem** (course or grade level where the problem exists, the teacher of the course or grade level, the textbooks or materials that are missing or damaged, and other details): \_\_\_\_\_

### B. Teacher Vacancy or Misassignment:

- A semester has begun, and no certificated teacher has been assigned to teach the class for the entire semester or year (for example, the class is being taught by a series of substitute teachers or by a long-term substitute teacher).
- A teacher is assigned to teach a class for which the teacher lacks the appropriate credential or authorization.
- A teacher is assigned to teach a class in which more than 20% of the students are English learners and the teacher lacks credentials or training to teach English learners.

**Identify the course or grade level and the teacher:** \_\_\_\_\_

### C. School Building and Facility Conditions:

- A school building, building system, or part of the school grounds is in a condition that poses a threat to the health and safety of students, teachers, or school employees (for example, the heating, ventilation, fire sprinkler, or AC system doesn't work; the school is infested with rats or other pests; school windows are broken or exterior gates will not lock and pose a security risk; or a damaged building or structure creates a potential health or safety hazard).

**Describe the condition, where it is located, and how it poses a threat to health or safety:** \_\_\_\_\_

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this complaint on \_\_\_\_\_ (date) to Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (address).

**Please make and keep a copy of this completed complaint form for your records.**

**You should also send an informational copy to the local County Superintendent of Schools.**