



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

PARENT/GUARDIAN GENERAL COMPLAINT APPEAL TO SUPERINTENDENT

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			

REASON FOR APPEAL: Please state the reason(s) for your disagreement with the school site principal's written response and decision to your general complaint. Please also state your proposed resolutions to the issue(s) (attach additional sheets if necessary.)

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

Signature(s)

Date

FOR DISTRICT USE ONLY:

Date complaint received: _____

Name of General Complaint Compliance Officer: _____

Date complaint forwarded to Superintendent's Office: _____

Superintendent's Designee, if applicable _____