



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

PARENT/GUARDIAN GENERAL COMPLAINT

To: General Complaint Compliance Officer

SCHOOL SITE OF STUDENT:		Grade Level:	
SCHOOL SITE TO WHICH COMPLAINT PERTAINS:			

Student Name	
Parent Name(s)	
Home Address	
Telephone (home)	
E-Mail	

SCHOOL SITE STAFF MEMBER(S) INVOLVED:

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. Attach additional sheets if necessary.)

Please provide any proposed resolutions.

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: _____