



**Alisal Union School District
Complaint Concerning the Schools (Administrative Regulation 1312)
Request for Settlement of Complaint
Formal Complaint**

Submit this form to Assistant Superintendent, Human Resources, Alisal Union School District

Procedure:

- First Attempt to Resolve Complaint Informally
- Initiate complaint within 30 days of incident prompting complaint
- Request conference with individual concerned, and their supervisor, through Assistant Superintendent, Human Resources
- Complainant may invite one additional person to conference
- More than one conference to resolve the complaint may take place
- Within 10 days of informal meeting to resolve the complaint, if necessary, file a formal complaint, using this form, with Assistant Superintendent, Human Resources
- File with the Assistant Superintendent of Human Resources within 10 days of informal meeting

Complaint Details:

1. Specific Complaint Details (describe who this complaint is about, where the events took place, when the events took place, and other details that specify the details of the complaint).

2. Identify the provision of law, Board policy or administrative regulation practices and procedures are alleged to have been violated or misapplied.

3. List reasons why any resolution proposed so far is unacceptable.

4. What settlement are you requesting that will remedy the complaint?

5. Please provide any additional information pertinent to this complaint.
