



WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No Date of complaint _____

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint. *Please check all that apply:*

1. Textbooks and instructional materials:
 - A student lacks textbooks or instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school to complete homework assignments.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment:
 - A semester begins and a certificated teacher is not assigned to teach the class.
 - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions:
 - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

School and classroom (if applicable) that is the subject of the complaint:

Please file this complaint with the School Office or District Office (15510 Usher Street, San Lorenzo)

For School/District Office Use ONLY

Date Received by Principal/Designee: _____ Received by: _____

Name of school district official forwarded to (if applicable) _____

Date reviewed by school district official (if applicable) _____