



Weaver Union School District
 1240 D Street
 Merced, California 95341
 (T) 209.723.7606 (F) 209.725.7128

Weaver Middle School*Pioneer Elementary School*Farmdale Elementary School

COMPLAINTS CONCERNING SCHOOL DISTRICT PERSONNEL FORM

Please complete all information. *If you need help filling out the form, please call (209) 723-7606.*

Date: _____ Name of Complainant: _____ School: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s) Day: _____ Evening: _____ Cell: _____

Name of Parent if not the Complainant: _____

Name of Student(s) Involved: _____

I am filing a complaint against the following District employee(s):

Employee's Name: _____ **Work Location:** _____

DESCRIBE YOUR COMPLAINT: Please be as factual and specific as possible. If you fail to do so, your complaint may not be processed. If the alleged misconduct has occurred over a period of time, please indicate the time period in question. Provide a specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

(If you need additional space, you may attach a separate sheet of paper to this complaint form.)

REMEDY REQUESTED: What do you want as a result of filing this complaint?

Signature of Complainant: _____

In accordance with WUSD Board Policy/Administrative Regulation 1312.1 – Complaints Concerning District Employees, all complaints related to district personnel, other than administrators, shall be submitted in writing to the principal or immediate supervisor. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within **30 days**.

File this form with the Weaver Union School District Superintendent's Office at 1240 D Street, Merced, California 95341

(For Office Use Only)

Date Received: _____

Administrator's Signature: _____