

# WILLIAMS COMPLAINT FORM

(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

Anyone may use this form to file a complaint regarding one or more of the following problems: (1) insufficient instructional materials; (2) an unsafe or unhealthy school facility condition; (3) a teacher vacancy or misassignment, and/or (4) a restroom that is closed, not fully operational, or not cleaned, maintained, or stocked regularly. After completing this form, file it with the Superintendent/Principal. If the Superintendent/Principal does not have sufficient authority to fix the problem, he or she will forward this form to the School Board for resolution.

**Do you want to receive a written response describing how the problem was fixed?**

Yes, I request a written response.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_ Phone Number (optional): \_\_\_\_\_

No, I do not request a written response. I am filing this complaint anonymously.

**I request immediate action to correct the following problem(s):** *Please check all that apply and provide supporting details (attach additional pages if needed).*

## I. Textbooks and Instructional Materials:

- A student does not have required textbooks or instructional materials to use in class.
- A student does not have textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
- Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

**Description of the problem:** *include (1) the names of the textbook(s)/materials that are missing or damaged, (2) the course/grade level and (3) the teacher's name.* \_\_\_\_\_  
\_\_\_\_\_

## II. Teacher Vacancy or Misassignment:

- A class has not been assigned a permanent teacher within the first 20 working days of the semester.
- A teacher is assigned to teach a class for which the teacher lacks the appropriate subject matter credential or authorization.
- A teacher is assigned to teach a class in which more than 20% of the students are English learners and the teacher lacks the proper credentials or training to teach English learners.

**Description of the problem:** *include (1) the course or grade level and (2) the teacher's full name.* \_\_\_\_\_  
\_\_\_\_\_

## III. School Building and Facility Conditions:

- A school building, building system, or part of the school grounds is in a condition that poses a threat to the health and safety of students, teachers, or school employees (for example, the heating, ventilation, fire sprinkler, or AC system doesn't work; the school is infested with rats or other pests; windows are broken or exterior gates will not lock and pose a security risk; or a damaged building or structure creates a potential health or safety hazard).

**Description of the problem:** *include (1) the condition, (2) where it is located, and (3) how it poses a threat to health or safety.*  
\_\_\_\_\_  
\_\_\_\_\_

## IV. Restrooms:

- A restroom is not fully operational, maintained and cleaned regularly, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school is not keeping all restrooms open during school hours when pupils are not in classes.
- The school is not keeping a sufficient number of restrooms open during school hours when pupils are in classes.

**Description of the problem:** *include location of the restroom.* \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** I am mailing / hand-delivering / sending electronically (circle one) this form on \_\_\_\_\_ (date)  
to Superintendent/Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (school name & address).

**Please make and keep a copy of this completed form for your records.**