AGNES J. JOHNSON CHARTER SCHOOL

TK-12 PUBLIC CHARTER SCHOOL 73 SCHOOL RD, P.O. BOX 116

"Developing Productive and Self-Sufficient Citizens" WEOTT, CA 95571

WWW.AJJCHARTER.COM TEL: (707) 946-2347 FAX: (707) 946-2507

GENERAL COMPLAINT FORM

Any parent, student, community member or applicant who has a complaint regarding an employee, a District policy or other condition of Agnes J. Johnson Charter School, may submit their complaint by completing this form and filing it with the school administrator. The Executive Director or designee shall determine whether a complaint should be considered a complaint against the School and/or an individual employee, and whether it should be resolved by the School's process for complaints concerning school employees and/or other school complaint procedures. (If your complaint alleges an issue of discrimination or failure to comply with certain specified state or federal laws, please follow the Uniform Complaint Procedures instead of this form.)

Name of Complainant: _____ Date of Complaint_____
Check One: □ Staff Member □ Parent □ Student □ Applicant □ Community Member

Address_____

Phone Number: Home_____ Cell_____ Email _____

Please describe your complaint as specifically as possible, using dates, times, names, locations or situations (use additional paper, if necessary):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Have you talked to anyone about your complaint? If so, please provide information below:
Name(s): _____ Date:_____
Name(s): _____ Date:_____
Name(s): _____ Date:_____

What action or remedy are you seeking in order to resolve this complaint?

_____
_____
_____

_____ Date _____
Signature of Complainant

Your complaint will be forwarded to an administrator who will contact you. The information you provide will be kept confidential except as necessary to investigate and resolve your complaint.