

EL RANCHO CHARTER SCHOOL

Parent Complaint – Detailed Report

Name: _____

Date: _____ Time: _____

Phone Number: _____ Alternative Number: _____

Student's Name: _____ Grade: _____

What happened and who was involved? _____

(You may attach additional pages, documents, etc.)

Were there any witnesses who could provide additional information?

How would you like this to be resolved? _____

This report will be given to your school administrator who will acknowledge receipt of your complaint and begin the investigation promptly.

There may be aspects of this investigation that are confidential and cannot be shared.