



Date Received:

WILLIAMS Uniform Complaint Procedure

Complaints must be submitted to the School Principal. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate that a response is requested and provide contact information.

I. Contact information I request a response. Please send response to:

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work or Cell Phone _____

II. Complaint

School Name _____

Address _____ City _____

Subject of the complaint. Please check all that apply and attach additional sheets as needed.

a. Textbooks and instructional materials:

- A student lacks standards-aligned, state adopted, district adopted or other required 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.
- Other _____

b. Teacher vacancy or misassignment:

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners and is assigned to a class with more than 20% English learners in the class.
- A teacher is assigned to a class for which the teacher lacks subject matter competency.
- Other _____

c. Facility conditions:

- Gas leaks. Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems.
- Electrical power failure. Major sewer line stoppage. Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.
- Other _____