

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT  
125 East Bidwell Street, Folsom, CA 95630

**FORMAL UNIFORM COMPLAINT – SITE/PROGRAM LEVEL 1**

All portions of this section to be completed by the Complainant. A copy of the Informal Complaint History Form must be attached.

COMPLAINANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

STATEMENT OF COMPLAINT: *(Include a clear, concise statement of the complaint, the alleged violation of District Policy and/or Regulation, or State or Federal Law, and a description of the adverse effect.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC CORRECTIVE ACTION DESIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

DATE & TIME RECEIVED: \_\_\_\_\_



SITE/PROGRAM ADMINISTRATOR'S RESPONSE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Site/Program Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Timeline**

- ❖ Within 5 working days of conclusion of Informal Complaint procedure, complainant requests Level I form, completes it and files with Site/Program Administrator
- ❖ Within 10 working days of receipt of Level I Complaint, Site/Program Administrator will:
  - Obtain written statements from employee(s) regarding concern
  - Issue written statement to complainant and employee(s) of investigation, conclusion, actions taken to resolve
  - Advise complainant of appeal process
- ❖ Complainant has 5 working days from receipt of decision to submit written appeal to Superintendent