

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

**INFORMAL COMPLAINT HISTORY**  
*(To be completed by Site/Department Administrator)*

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

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

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

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

PROGRAM IMPLICATED: \_\_\_\_\_

COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF ALLEGED CIRCUMSTANCES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION(S) TAKEN TO RESOLVE COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

- Timeline**
- ❖ Concern presented to Site/Program Administrator in a "timely" manner
  - ❖ Site/Program Administrator attempts to resolve concern within 5 working days.