



Date Received

Greenfield Union School District

COMPLAINT FORM

Name: _____ Date Filed: _____

Address: _____ City/ Zip: _____

Home Phone: _____ Other Phone: _____ Email: _____

I wish to complain against (person, program or activity):

Location: _____ Date of Incident: _____

Please specify the nature of your complaint and list specifics of what, when, where, how, and who was there:

Attach additional pages if necessary

Names and addresses and/or other contact information for witnesses or persons who can provide more information regarding this complaint:

Give a description of any prior attempts to discuss the complaint with the employee and the failure to resolve the matter:

Suggestions for an appropriate remedy or resolution of this complaint:

I certify under penalty of perjury that the foregoing statements and attachments are true and correct.

Date: _____ Signature of Complainant: _____

Greenfield Union School District

Complaint Procedures and Protocols

For any concern or complaint regarding any Greenfield Union School District policy, practice, or procedure, any school site practice or procedure, or a District employee, proceed with the following:

- **Step 1:** Attempt to resolve issue directly with the employee or the employee that is in charge of the activity.
- **Step 2:** If the issue is not resolved, contact school site Community Liaison with your concern.
 - Work with the community liaison to resolve the issue.
- **Step 3:** If the issue is not resolved, work with the principal or direct supervisor to resolve the issue.
- **Step 4:** If the issue is not resolved, notify the Family and Community Engagement Representative or Human Resources that you have worked with the site principal/direct supervisor that your concern has not been resolved.
- **Step 5:** Work with Family and Community Engagement Representative or Human Resources to resolve the concern.

Note: At any time during this process, you have the right to file your complaint in writing.