



Pajaro Valley Unified School District
294 Green Valley Road.
Watsonville, Ca 95076
(831) 786-2145

COMPLAINT FORM CONCERNING A DISTRICT EMPLOYEE

“Every effort should be made to resolve a complaint at the earliest stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

If the complainant is unable or willing to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee’s immediate supervisor or the principal.”

Name of the employee involved: _____

Site/Department: _____

Please write below a brief but specific summary of the complaint and the facts surrounding it (include dates and times). Please include a specific description of any prior attempt to discuss the complaint with the employee and failure to resolve the matter. (if you need more space, please attach additional sheets to this page).

Conference date with employee: _____

Conference date with supervisor: _____

Other: _____

Explanation Below: _____

Signed by: _____ *Phone #:* _____ *Date:* _____

The person responsible for investigating complaints will attempt to resolve the complaint to the satisfactory of the person involved within 30 days.