

**COMPLAINT FORM:  
WILLIAMS UNIFORM COMPLAINT PROCEDURE**

Parents/Guardians:

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

**Specific issue(s) of the complaint. Please check all that apply:**

## 1. Textbooks and Instructional Materials:

- \_\_\_\_\_ A student lacks textbooks or instructional materials to use in class.
- \_\_\_\_\_ A student does not have access to instructional materials to use at home or after school.
- \_\_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- \_\_\_\_\_ A student was provided photocopied sheet from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

## 2. Teacher Vacancy of Missassignment:

- \_\_\_\_\_ A semester begins and a teacher vacancy exists, as defined in Education Code 35186 and AR1312.4.
- \_\_\_\_\_ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
- \_\_\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

## 3. Facility Conditions:

- \_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

4. Monitoring Requirement:

\_\_\_\_\_ Student was not notified that they had not passed the CAHSEE by the end of Grade 12 and that they are entitled to receive intensive instruction and services for up to two academic years after completion of grade 12 or until the student has passed both parts of the CAHSEE.

\_\_\_\_\_ Student elected to receive intensive instruction and did not receive services.

\_\_\_\_\_ Not adequate service.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to describe the situation:

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Please file this complaint with the person specified below at the following location:

Barbara Tanner, Human Resources  
(Designee)

Stanislaus County Office of Education  
1100 H Street, Modesto, CA 95354  
(Address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)