

Formal Complaint Procedures

Most parents'/guardians' concerns should be resolved with the school principal. Please complete this form and submit to the school. If no resolution is made, this form may be used to file a formal complaint.

I. Contact information

Name	
Address	
City	State Zip Code
Home Phone	Work or Cell Phone
Please check	□ Parent/Guardian □ Student □ District Employee □ Other

II. Complaint

Date		
School site of alleged violation		_
Complaint Against		

III. Additional information

Please describe the specific nature of your complaint, in detail, including the dates (s), name(s) of people involved in the complaint, and the results of any previous meetings or discussions with site or District personnel.

This complaint form must be submitted to the District Compliance Officer at the address listed below. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return to:

Ontario-Montclair School District Child Welfare, Attendance & Records 950 W. "D" Street Ontario, CA 91762

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education , State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 92444-2720, within 15 calendar days of receiving the decision.