

**Corning Union Elementary School District**

1005 Hoag Street, Corning, CA 96021

530.824.7700 ~ 530.824.2493 Fax

*Preparing Students For Their Future!*

[www.corningelementary.org](http://www.corningelementary.org)

# COMPLAINTS CONCERNING SCHOOL PERSONNEL

GENERAL Parent/Employee/Community Complaint

E 1312.1

Community Relations

**Please complete BOTH pages.**

***NOTE: This complaint may be dismissed if complainant obstructs or does not provide all information.***

**PARENTS / COMMUNITY MEMBERS:** Please complete, sign and return this form to the address listed below.

**EMPLOYEES:** Filing of a "complaint" is not the same as filing a grievance. The filing of a "complaint" does not suspend the time to file a grievance. If you are a certificated or classified employee, you should review the grievance procedure contained in your respective collective bargaining agreement. The classified and certificated collective bargaining agreements contain detailed procedures on the grievance process and indicate the timing for which a grievance must be filed or be waived by the failure to file the grievance in a timely manner.

**TO:** DISTRICT SUPERINTENDENT  
CORNING UNION ELEMENTARY SCHOOL DISTRICT  
1005 HOAG STREET  
CORNING, CA 96021

**FROM:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**SUBJECT:** Complaint against (name): \_\_\_\_\_

**NATURE OF COMPLAINT:** (Describe in your own words the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint). \_\_\_\_\_

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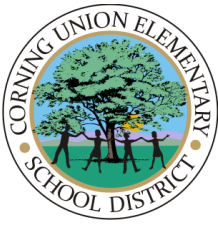
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### COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Have you discussed the complaint with the employee named in this complaint? ☐ Yes ☐ No

Have you discussed the complaint with the immediate supervisor of the employee named in this complaint? ☐ Yes ☐ No

Give dates and name(s) of persons to whom you have spoken: \_\_\_\_\_

\_\_\_\_\_

State the results of the discussion with your immediate supervisor (for staff) or the supervisor of the employee named in this complaint: \_\_\_\_\_

\_\_\_\_\_

Other comments, if any: \_\_\_\_\_

\_\_\_\_\_

(If necessary, attach additional pages of your own.)

### DECLARATION UNDER PENALTY OF PERJURY

*I understand that the Superintendent/Designee or Governing Board may request from me further information about the complaint and, if such information is available, I shall present it upon request.*

*I also understand that a copy of this complaint will be given to the employee against whom this complaint is being made.*

I declare under penalty of perjury that the forgoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ California.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit: CORNING UNION ELEMENTARY SCHOOL DISTRICT

version: April 13, 1994 Corning, California

revised: August 15, 2012; September 29, 2021

CUESD is an equal opportunity provider and employer.