



## General Complaint Form

1. Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**I am a...**

☐ Parent ☐ Employee ☐ Student ☐ Other: \_\_\_\_\_

**Location of Complaint:**

Kettleman City Elementary  
Avenal Elementary  
Tamarack Elementary  
Reef Sunset Middle School

Avenal High School  
Sunrise High School  
Community Day School  
Avenal Adult School

District Office  
Maintenance  
Transportation  
Other: \_\_\_\_\_

2. Statement of complaint (You may attach additional pages to continue). Please be specific and include dates, exact quotes (if possible), and location:

3. Has this complaint been discussed (prior to completing this form) with site administration and/or immediate supervisor? Explain (please include the administrator's name and discussion dates):

4. What specific resolution are you seeking?

**Please submit this form to your immediate supervisor or site administrator.**

Signature: \_\_\_\_\_