



Complaints Concerning District Employees

Form C (Community Relations)

Office of Human Resources

INGLEWOOD UNIFIED SCHOOL DISTRICT

401 S. INGLEWOOD AVE., INGLEWOOD CALIFORNIA • 90301 PHONE: (310) 419-2700 (310) 680-5144 FAX

Date: _____

Complainant Title (Please state) : Mr. Mrs. Dr. Ms. : _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____

Phone Number: Home: _____ Work: _____ Cell: _____

Student Name(s): _____

Schools Attending: _____

Name of Employee (s) involved: _____

Title of Employee: _____

Location (School site or Department): _____

Brief Summary of the complaint and the facts surrounding it:

(Attach additional information as appropriate)

Describe the prior attempt(s) to discuss the complaint with the employee and the failure to resolve the matter (Be specific as possible)

Date:/Time: _____ Method: Phone/Email/Conference etc: _____

Date:/Time: _____ Method: Phone/Email/Conference etc: _____

Additional Information:

Attached copies of notification or additional information relating to the complaint (if appropriate)
Mark yes no

Please send the completed Complaint form (C) to: Nora Roque, Executive Director- Human Resources 401 S. Inglewood Avenue Inglewood, CA 90301

Complaints relating to a Principal or District Office Personnel shall be initially filed in writing with the Superintendent or Designee. Attention: Dr. Don Brann, State Trustee 401 S. Inglewood Avenue, Inglewood, CA 90301

All complaints shall be in accordance with Board Policies and Administrative Regulations (BP1312.1 & AR 1312.1) Community Relations

Every effort should be made to resolve a complaint at the earliest possible stage.

Please communicate your complaint directly to the employee in order to resolve concerns. If the complaint is unable to be resolved at the site or department level, please submit an oral or written complaint to the employee’s immediate supervisor or the principal. If you are unable to prepare the complaint in writing, administrative staff shall help you do so.

Mission Statement

The mission of the Inglewood Unified School District is to ensure that all of our students are taught rigorous standards based on curriculum supported by highly qualified staff in an exemplary educational system characterized by high student achievement, social development, safe schools and effective partnerships with all segments of the community.



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BP 1312.1 Community Relations

AR 1312.1 Community Relations