



**LONG BEACH UNIFIED SCHOOL DISTRICT**

**Parent/Guardian Complaint Concerning District Personnel**

Pursuant to Education Code Section 35160.5, the District has a carefully defined procedure for processing complaints brought against District personnel. This procedure first seeks to resolve such concerns with the employee or office directly involved. A copy of the procedure is available at all school sites and in the Offices of the Assistant Superintendents. This form is to be completed only following an unsuccessful attempt to resolve a complaint at the site or office.

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

To: Assistant Superintendent (Elementary Schools, Middle/K-8 Schools or High Schools)

From: \_\_\_\_\_  
*Name(s)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*Home Telephone Alternate Telephone (cell)*

You will be contacted within five (5) working days following receipt of this form.

1. Name of school or office; or name of employee and job location, against whom complaint is being made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Nature of the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Continued)*

3. When did this occur (date(s))? \_\_\_\_\_

4. List the individual(s) at the school or office with whom you have discussed your complaint:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

5. What was the result of the discussion(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If you desire a remedy or wish the District to take a particular course of action, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the District may request further information about this matter. If such information is available, I shall present it upon request.

I declare that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, CA.

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

Submit this form to:

Office of the Assistant Superintendent  
Elementary Schools, Middle/K-8 Schools or High Schools (indicate appropriate level)  
Long Beach Unified School District  
1515 Hughes Way  
Long Beach, CA 90810