

**Willows Unified School District**

823 W. Laurel Street  
Willows, CA 95988  
(530) 934-6600 Telephone  
(530) 934-6609 Fax

**COMPLAINT AGAINST EMPLOYEE OR OFFICER**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: Name(s) \_\_\_\_\_  
Address(es) \_\_\_\_\_  
Telephone #(s) \_\_\_\_\_

Name of person(s) against whom complaint is made:  
\_\_\_\_\_

**Nature of Complaint: (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint):**

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

(You may use additional pages of your own paper to describe your complaint more fully if you desire.)

Has the complaint been discussed with the employee named in this complaint, his/her school principal, or his/her supervisor? \_\_\_\_\_

To whom have you spoken? Name(s): \_\_\_\_\_

When: \_\_\_\_\_ Date(s): \_\_\_\_\_

What was the result of the discussion? \_\_\_\_\_

I (We) understand that the Superintendent and/or Board of Education may request from me (us) further information about this complaint, and if such information is available, I (we) shall present it upon request.

I (We) also understand that a copy of this complaint will be given by the Superintendent and/or Board of Education to the person(s) against whom this complaint is being made, and he/she (they) will be given the opportunity to respond in writing to this complaint. Additionally, I (we) will receive a copy of the response.

I (We) also understand that if a hearing is held on this complaint by the Board of Education or a committee thereof, such hearing will be held in Closed Session with the press and public excluded and that I (we) will be informed of the time, date, and place such hearing will be held.

I (We) certify under penalty of perjury that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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