

**COMPLAINT FORM  
WILLIAMS UNIFORM COMPLAINT PROCEDURE**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Location of the problem that is the subject of the complaint:

School \_\_\_\_\_ Date problem observed \_\_\_\_\_

Course title/grade level and teacher name \_\_\_\_\_

Room number/name of room/location of facility \_\_\_\_\_

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:
  - A student lacks textbooks or instructional materials to use in class.
  - A student does not have access to instructional materials to use at home or after school to complete homework assignments.
  - Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
2. Teacher vacancy or misassignment:
  - A semester begins and a certificated teacher is not assigned to teach the class.
  - A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
  - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions:
  - A condition exists that poses an emergency urgent or threat to the health or safety of students or staff as defined in AR 1312.4.
  - The school restroom has not been cleaned, maintained, or kept open regularly.
4. High school exit exam intensive instruction services (Education Code 35186):
  - Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

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Please file this complaint with the person specified below at the following location:

Don Austin, Ed.D, Assistant Superintendent of Education Services  
5832 Bolsa Avenue  
Huntington Beach, CA 92649