

Date(s) you discussed the complaint with the employee(s) named in this complaint:

Date(s) you discussed the complaint with the principal or employee's supervisor: (include name[s]):

Date(s) name(s) and titles of other persons you discussed the complaint with:

Result of the discussion(s):

What outcome are you requesting to resolve your issue?

I (We) understand that the 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 Board of Education to the person(s) against whom this complaint is being made, and that he/she (they) will be given the opportunity to respond in writing to this complaint.

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 San Diego, California.

Signatures

**NOTE: FILE ORIGINAL WITH OFFICE OF SUPERINTENDENT,
PARENT SUPPORT AND BOARD SERVICES**