

# Complaints Concerning District Employees

Palm Springs Unified School District Citizen Complaint against an Employee (1312.1)

## Name of Complainant

\_\_\_\_\_  
Last First

**Address** \_\_\_\_\_  
Number Street City State Zip

**Telephone** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

## Name of Employee(s) Involved

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

**Provide a brief description of the incident including the essential facts and all pertinent dates, sufficient to inform interested parties as to the precise nature of the complaint. (Insufficient information may present obstacles to an investigation, and result in a request to the Complainant for additional facts):**

**Attempts to resolve complaint informally (please provide a description of the informal attempt(s) to discuss the complaint with the employee and the failure to resolve the matter):**  
(Use additional pages if necessary)

**Has the complaint been discussed with the employee, school principal or supervisor?**

To whom have you spoken? Name(s)

When? Please list date(s)

What was the result of the discussion?

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

I (We) also understand that if a hearing is held on this complaint by the Board or 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 statements are true and correct.

Executed this day of 201\_\_ (date).

Signature(s)

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