



WILLIAMS COMPLAINT FORM

California *Education Code (EC)* Section 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the contact information below:

Response Requested: Yes No

Complainant Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Date problem was observed: _____

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

Location of Problem: _____ School name: _____

Address: _____ Room Number: _____

Course or Grade Level: _____ Teacher Name: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific Issue(s) of Complaint: (please check all that apply; a complaint may contain more than one allegation)

1. Textbooks and Instructional Materials (Education Code 35186; 5 CCR 4681)

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Please file this complaint with the principal of the school or their designee in which the complaint occurred:

Site: _____ Principal/Designee: _____

Address: _____

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Complainant Signature

Date