

YOSEMITE UNIFIED SCHOOL DISTRICT
“LEVEL I” “STEP II”
“INFORMAL” COMPLAINT/PROBLEM RESOLUTION FORM

Have you discussed this matter “directly” with all parties involved? If you have “**not**”, **please do so before completing this form!** Thank you.

Date this matter was first discussed

Complainant(s) Name

Name(s) of person discussed with

Address

City

Zip

Phone

Facts of complaint: (who, what, when, etc.) _____

Correction Requested: _____

Response: _____

Resolved _____

Unresolved _____

Complainant Signature Date

Employee/Staff Signature Date

Representative/Interpreter Date

Principal/Supervisor Date