ATWATER ELEMENTARY SCHOOL DISTRICT
A Tradition of Excellence

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:

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 certified 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 or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

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

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

Principal or title of his/her designee:

Address:

Reset Form