

AMERICAN HERITAGE CHARTER SCHOOLS
UNIFORM COMPLAINT FORM

Any employee or student who believes that there has been a violation of state or federal law, or an improper imposition of student fees, may make a written complaint to the Principal or Executive Director. Students making a complaint of improper fees or complaint that the School has failed to comply with Education Code sections requiring nondiscrimination in the provision of services to students may use this form.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the American Heritage Charter Schools to disclose the information I have provided as it finds necessary in pursuing its investigation. I certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge. I further understand providing false information in this regard could result in disciplinary action against the student of American Heritage Charter Schools.

Signature of Complainant

Date: _____

Print Name

To be completed by the Charter School:

Received by: _____ Date: _____

Follow up Meeting with Complainant held on: _____