

WILLIAMS COMPLAINT FORM

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: _____

(Print first and last name)

Address: _____

(Street number and name)

(City)

(Zip code)

Phone Number: Day: _____ Evening: _____

(Area code) (Number)

(Area code)

(Number)

I wish to file a complaint with the Principal of _____

(Print name of school)

for the following reason(s):

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 take home for homework.

___ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

Specifically, the instructional materials are for:

(Print name of subject/class and name of teacher)

2. Teacher vacancy or misassignment:

___ A semester begins and a certificated teacher is not assigned to teach the class.

___ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

___ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

___ _____
(Print specific portion(s) of campus, building name, room #, and explain conditions)

Additional Specific Information (if any): _____
