

San Pasqual Valley Unified School District

GENERAL INQUIRY FORM

This form may be used for filing a general complaint, suggestion, commendation (praise) or other inquiry. Once submitted, your completed form will be redirected, as necessary, to address your comments. Please either write or type in the information required below for processing this form. Once the form is completed, you may submit the form to your school site administrator or the District Office at: 676 Baseline Road Winterhaven, CA 92283.

Name of Person Filing Form (Last, First): _____

Phone: _____ Email Address: _____

Address: _____

CHECK TYPE OF INQUIRY

- Complaint
- Suggestion
- Commendation
- Other Inquiry

PLEASE STATE THE REASONS FOR YOUR INQUIRY *(use reverse or additional sheets, if necessary)*

Please specifically state with as much detail as possible (including names, dates, locations) the nature of your complaint, suggestion, commendation. For complaints, please first discuss with the school site administrator. If you are not satisfied with the resolve, please include the discussion (with the school site administrator) in this narrative.

Please describe what resolution, if any, you propose to address your complaint, suggestion, commendation, or other inquiry:

Signature:

Signature of Person Filing Form: _____ Date: _____

Print name: _____

FOR DISTRICT USE ONLY

Form received by: _____ Date received: _____