

The Cottonwood School
Universal Complaint Form

The Cottonwood School recognizes that the school has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. This Universal Complaint Form has been developed to address, investigate, and seek to resolve complaints in a timely manner.

Please provide the information requested on this form and return it to Ann Buxton, Director of School Accountability & Compliance, The Cottonwood School, 3921 Sandstone Drive, Suite 100, El Dorado Hills, CA, or email to ann.buxton@cottonwoodk12.org.

I am (please check all that apply):

- ☐ Cottonwood Student
- ☐ Cottonwood parent/guardian
- ☐ Cottonwood employee
- ☐ Community member
- ☐ Other, please specify

Name of Complainant:	
Date:	
Home Address:	
Phone Number/s	
Name of school or office, or name of employee & job location, against whom charges or complaint is directed	
Statement of complaint: <i>(attach additional sheet/s if necessary)</i> When did the event occur? Date(s):	

Has the charge/complaint been discussed with the Executive Director or employee, or their supervisor?	
To whom have you spoken?	
When? Date(s)	
What was the result of the discussion?	
Complainant's statement of pertinent facts: <i>(if available, include specific provisions of law and/or policy or regulations)</i> <i>(attach additional sheet/s if necessary)</i>	
Supporting evidence and remedies sought: <i>(attach additional sheet/s if necessary)</i>	

I (we) understand that The Cottonwood School, Director of School Accountability & Compliance, may request from me (us) further information about this matter, and if such information is available to me (us), I (we) shall present it upon request.

I (we) certify under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at _____, California.

Signatures: _____

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All parties involved in the allegations shall be notified when this complaint form is filed. The investigation of this statement of the complaint will be conducted in a manner that protects the confidentiality of the parties and facts.

Within 60 business days of receiving this Universal Complaint Form, the Director of School Accountability & Compliance will contact the complainant addressing the investigation and decision (if one is made).