

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT
COMPLAINT FORM**

STEP 1

Prior to filing a written complaint (Step 1) did the complainant have an informal conference to try to resolve the situation.? **YES** _____ **NO** _____

Submission of Complaint - All portions of this section must be completed by the complainant.

Name _____

Statement of Complaint _____

Specify policy or regulation alleged to have been violated (cite source) _____

Remedy Sought _____

Date

Signature

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the principal or supervisor. The goldenrod copy should be retained by the complainant.

Principal or Supervisor's Response _____

Date

Signature

Upon completion of this section, the principal or supervisor shall retain the white copy, yellow copy to the complainant and forward the pink copy to the Assistant Superintendent of Human Resources.

White: Principal or Supervisor Yellow: Return to Complainant Pink: Assistant Superintendent Goldenrod: Employee
Human Resources

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STEP 2

Appeal to the Assistant Superintendent of Human Resources – All portions of this section must be completed by the complainant. The pink copy of the completed Complaint Form (Step 1) must be attached.

Reason for Appeal _____

Remedy Sought _____

Date

Signature

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the Assistant Superintendent of Human Resources. The goldenrod copy should be sent to the employee.

District Complaint Officer's Response _____

Date

Signature

Upon completion of this section, the yellow copy will be presented to the complainant and the pink copy to the principal or supervisor who signed Step 1. On complaints regarding actions of employee, the Superintendent's action is final.

White: Principal or Supervisor

Yellow: Return to Complainant

Pink: Assistant Superintendent
Human Resources

Goldenrod: Employee

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STEP 3

Appeal to the Superintendent – All portions of this section must be completed by the complainant. The yellow copy of the completed Complaint Form (Step 1) must be attached.

Reason for Appeal _____

Remedy Sought _____

Date _____ Signature _____

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the Superintendent. The goldenrod copy should be retained by the complainant.

Superintendent's Response _____

Date _____ Signature _____

Upon completion of this section, the yellow copy will be presented to the complainant and the pink copy to the principal or supervisor who signed Step 1. On complaints regarding actions of employees, the Superintendent's action is final.

White: Principal or Supervisor Yellow: Return to Complainant Pink: Assistant Superintendent Goldenrod: Employee Human Resources