

## UNIFORM COMPLAINT PROCEDURE

Envision Schools has developed a comprehensive complaint and investigation procedure to address all complaints and concerns regarding an Envision Schools campus or employee. Under the direction of Envision Schools Board of Directors, the Principal of the school involved is responsible for investigation, remediation, and follow-up on matters submitted to Envision Schools through this procedure. A parent, student, or community member may complete the Uniform Complaint Form (attached), which initiates an investigation and resolution by the principal or his/her designee. If the complaining party is unsatisfied with the resolution, he/she may appeal to the CEO of Envision Schools by sending a letter with relevant details and this original Uniform Complaint Form to: 185 Berry Street, Suite 220, San Francisco, CA 94107. The CEO or his/her designee will investigate any appeal and make a final determination within 14 days of receipt of the appeal unless postponed for good cause.

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This form may be completed and submitted when a person or organization believes the school has violated an applicable federal or state law or regulation governing an Envision Schools campus or employee.

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

Principal

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

FROM: \_\_\_\_\_

Name(s)

\_\_\_\_\_  
Address(es)

\_\_\_\_\_  
Telephone Number(s)

Situation or person addressed in this complaint: \_\_\_\_\_

