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Ombudsperson
Ombudsman Department
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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, 701 N. Madison Street, Stockton, CA 95202 to the Attention of the Ombudsman Department

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, and 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.

Blank lines for writing the reasons for inquiry.

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

Blank lines for describing the proposed resolution.

Signature:

Signature of Person Filing Form: Date:

Print name:

FOR DISTRICT USE ONLY

Form received by: Date received: