

Anchorage School District Citizen Complaint Form

(Note: You may use the Citizen's complaint process to address complaints against any ASD employee, policy, practice or procedure, including rights protected under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendment Act of 1972).

Please complete this form, print it and mail it to the Superintendent's Office, 5530 E Northern Lights Blvd, Anchorage, Alaska, 99504-3135 according to the instructions found below.

Name: _____

Address: _____

Telephone: _____

1. Who or what is your complaint against?

School/Department:

Position:

2. Has this been discussed with him/her? Yes No

Dates:

3. Has the complaint been discussed with the principal or supervisor?

Yes No

Dates:

DESCRIPTION OF COMPLAINT: Please include all important information such as location, names, dates, who was pr

The following information is listed neither to encourage nor discourage the filing of a complaint. Rather, it is intended to inform you of the possible outcomes of a formal complaint proceeding:

I understand that the school district may request additional information from me regarding this matter, and I agree that I will provide such information as is available to me.

I understand that while my requested resolution of this matter will be carefully considered, the responsibility for selecting action taken may ultimately be more or less severe than the remedy I have proposed. In serious situations, the information contained in this complaint may be used among other things as a basis for termination of an employee.

If the complaint is directed toward actions of an employee, I understand that the school district will give a copy of this complaint to the individual(s) about whom I have complained. The person will be given the opportunity to respond to this complaint. I will be provided with a copy of any written response.

I understand that I may request to withdraw this complaint at any time. However, in the event that the school district views the matters raised in this complaint as being sufficiently serious, the school district may pursue this matter despite my desire not to proceed. I also understand that if any judicial proceeding arises from the matters which I have raised in this complaint, both the person I have complained about and I would be entitled to all the rights and protections available in such judicial proceedings.