

**Twin Rivers Unified School District
GENERAL INQUIRY FORM**

This form may be used for filing a general complaint, suggestion, commendation, or other inquiry. Once submitted, your completed form will be redirected, as necessary, to address your comments. You may or may not receive a response dependent upon the nature of your complaint, suggestion, commendation, or other inquiry.

Please either print or type in the information required below for processing this form. Once the form is completed, you may submit it to [INSERT DISTRICT OFFICE PERSON, ADDRESS AND PHONE NUMBER].

Name of Person Filing Form (Last, First): _____

Phone: _____ E-mail 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, commendation, or other inquiry. You may use additional pages if necessary.

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Person Filing Form: _____ Date: _____

FOR DISTRICT USE ONLY

Form received by: _____ Date received: _____

Title of person who received complaint: _____