

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: _____

Twin Rivers Unified School District Nondiscrimination Statement

Twin Rivers Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal, Director of the Student Services (CCR Title 5 and Title IX Officer), Rudy Puente, at 916-566-1620 or rudy.puente@twinriversusd.org. A copy of TRUSD uniform complaint or TRUSD non-discrimination policy are available upon request.