



In order to promote prompt and fair resolution, every effort should be made to resolve a concern at the earliest possible stage and starting at the school site level. The District takes concerns seriously and will thoroughly investigate this claim. Some information on this form will be shared with the appropriate persons who must be contacted in order to investigate the concern.

Contact Information

Name (Last, First): _____ Relationship to student: _____
 Phone: _____ E-mail address: _____
 Address: _____

Student Information

Name (Last, First): _____ Age: _____ DOB: _____ Grade: _____
 Address if different from the parent/guardian: _____
 Is this student Homeless? No Yes
 Is this student living with a foster or caregiver family? No Yes
 Has this student been referred for Special Education? No Yes
 Does this student have an IEP (if yes, provide a copy)? No Yes
 Is this student currently receiving any special education services? No Yes

Concern Information

Date of violation: _____ Time of violation (if applicable): _____ Location of violation: _____
 Is this the first time you have raised this concern about this violation? No Yes

Describe the Alleged Violation(s): Use additional paper if needed.



Witnesses: *Please list anyone who was involved or witnessed this incident:*

Name: _____ Student Parent Cambrian Employee

Name: _____ Student Parent Cambrian Employee

Name: _____ Student Parent Cambrian Employee

Describe prior attempts to discuss/resolve this matter with district employee(s):

What desired outcome are you seeking to resolve this matter?

I do hereby affirm that the above information provided by me is true and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Return this form and any other documents that may be relevant or supportive of your concern to the following location:

**Director of Student Services c/o Cambrian School District
4115 Jacksol Drive
San Jose, CA 95124
408-377-2103**

For District Office Use: Received by: _____	Date: _____
Action taken: _____	Date: _____
_____	_____
_____	_____
_____	_____