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.

______________________________________________________________________________

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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: ____________________________________________

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