



In accordance with Cabrillo Point Academy's ("CPA") policies, if you have a complaint about CPA's administration or with its Board of Directors that falls outside of the confines of the Uniform Complaint Policy, use this form to submit your complaint. If you are unsure whether your complaint falls within the Uniform Complaint Policy, please review CPA's Uniform Complaint Policy for further information.

Once you have filled out this complaint form, you may submit it to CPA's Senior Director, who will ensure that it is timely investigated and resolved. The complaint may be submitted by email at [jennifer.lorge@cabrillopointacademy.org](mailto:jennifer.lorge@cabrillopointacademy.org).

### **I. Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work or Cell Phone: \_\_\_\_\_

### **II. Complainant**

You are filing this complaint on behalf of: \_\_\_\_\_

yourself

your child or a (student)

another student

a group

### **III. Details of the Complaint**

Please explain the basis of your complaint and who is the subject of the complaint. Please include as much detail as possible, including any witnesses to the incident (if applicable).

Please also include information about what steps you have taken to try to resolve the issue before submitting this complaint. Please attach additional pages if necessary.

