



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@cabrillopontacademy.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.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of person filing complaint

Date

Received by:

Date Filed:

Title: