



Fresno County Office of Education  
1111 Van Ness Avenue  
Fresno CA 93721  
Phone (559) 265-3016  
www.casc.fcoe.org

## CASC Program Complaint Procedure Form

### Complaint procedure

- Complaint Form is submitted to the FCSS CASC Program Coordinator
- Complaint is investigated by the FCSS CASC Program Coordinator
- A meeting is held with the candidate and a mutually agreed upon plan of action to rectify the situation is developed and implemented

Date of incident \_\_\_\_\_

Name \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional page(s) if necessary. Please file this complaint with the FCSS CASC Program Coordinator.

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Date of meeting with candidate and FCSS CASC Program Coordinator \_\_\_\_\_

Plan of Action:

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Candidate Signature

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FCSS CASC Program Coordinator Signature