



Fresno County Office of Education
1111 Van Ness Avenue
Fresno CA 93721
Phone (559) 265-3016

Clear Administrative Services Credential 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.

Date of meeting with candidate and FCSS CASC Coordinator _____

Plan of Action:

Candidate Signature

FCSS CASC Program Coordinator Signature