



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

Designated Subjects Career Technical Education Credential Program Complaint Procedure Form

Complaint procedure

- Complaint Form is submitted to the FCSS DS Credential Program Leadership
- Complaint is investigated by the FCSS DS Credential Program Leadership
- 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 DS Credential Program Leadership.

Date of meeting with candidate and FCSS DS Credential Program _____

Leadership Plan of Action:

Candidate/Applicant Signature

FCSS DS Credential Program Leadership Signature