



# INTAKE/COMPLAINT FORM

## Charter School Co-Locations Impact to our Students & Teachers

Charter Schools co-located at LAUSD campuses have varying effects on our LAUSD public school community, often negatively impacting instruction and safety of our students and school staff. Please fill out this form if you have a specific complaint that you feel is caused by the fact that your school is co-located. UTLA will work with you to address your issue and determine if there is a violation of LAUSD policies, UTLA Contract, or other rules, regulations, laws.

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

School/Chapter: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Personal e-mail: \_\_\_\_\_

Name of Charter School co-located with: \_\_\_\_\_

UTLA AREA

(please circle one below)

C E H N S VE VW W

CONCERN/VIOLATION: (Please check all that apply)

- Safety/Security concerns
- Issues between our students and charter school students
- Classroom not regularly cleaned
- Trash bins often spilling over
- Bathrooms often dirty
- Bathrooms often short of Paper Towels, Toilet Paper, soap, etc.
- Principal not available when needed
- Issues between our staff and the charter school staff
- Issues we raise are ignored
- Unused/unsafe bungalows need to be removed
- Playground space compromised
- Art, music, theater, computer, science space compromised
- Classroom instruction compromised
- Scheduling common area space (ex: MPR)
- Low morale
- Changes to calendar of activities/events
- Lack of "green space"
- Charter school trying recruit our students
- My school not doing enough to keep our students
- We don't have a real voice at our school

Please use space below to highlight a complaint not noted above. Please Elaborate:

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Please fax or scan/e-mail your completed forms ATTN: Jenny Lam at (213) 487-1618 or [jlam@utla.net](mailto:jlam@utla.net)

