



## COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
 Phone (916) 263-3660 / Toll Free: 1-877-327-5272  
 Fax (916) 263-3664 / www.courtreportersboard.ca.gov



### STUDENT COMPLAINT FORM

PLEASE TYPE OR PRINT

Person Filing Complaint (Optional)		
Name		
Address (Number and Street)		
City	State	Zip Code
Telephone Number (     )	Alternate Number (     )	
Fax Number (     )	Email Address	
Complaint Filed Against		
School Administrator		Telephone Number (     )
Name of School		
School's Address		
City	State	Zip Code

Details of your complaint (who, what, where, why, how; include copy of relevant documents; list of witnesses and their telephone numbers; use reverse side if necessary):

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## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### **Collection and Use of Personal Information**

The Department of Consumer Affairs and the Court Reporters Board collects the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act. The Department and/or the Court Reporters Board uses this information to follow up on your complaint.

### **Providing Personal Information is Voluntary**

You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may remain anonymous. In that case, however, we may not be able to contact you or help you resolve your complaint.

### **Access to Your Information**

You may review the records maintained by the Court Reporters Board that contain your personal information, as permitted by the Information Practices Act. See contact information below.

### **Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. However, in order to follow up on your complaint, we may need to share the information you give us with the business you complained about or with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### **Contact Information**

For questions about this notice or access to your records, you may contact Paula Bruning at Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, by phone at (877) 327-5272, or by e-mail at [Paula.Bruning@dca.ca.gov](mailto:Paula.Bruning@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).