

# Uniform Complaint Process Form

## SUSD Exhibit No. 1312.3 (4)

This form is to be used for complaints alleging unlawful discrimination (including harassment, intimidation, or bullying), noncompliance with laws regulating state and federal programs, special education programs; student fee violations, Local Control Accountability Plan (LCAP) compliance concerns; and violations of foster and homeless youth rights. For a comprehensive list of concerns covered by UCP, see **SUSD Board Policy No. 1312.3** or the **UCP Annual Notice**.

Do you wish to receive a response? YES NO (circle). If yes, you must include the information below:

Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to complain against (*person, program or activity*):

Location: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Please specify the nature of your complaint and list specifics of *what, when, where, how* and *who was there*:

*(Attach additional pages if necessary)*

Previous attempts to discuss and resolve concern:

Names and addresses and/or other contact information for witnesses or persons who can provide more information regarding this complaint:

Suggestions for an appropriate remedy or resolution of this complaint:

*I certify under penalty of perjury that the foregoing statements and attachments are true and correct.*

Date: \_\_\_\_\_ Signature of Complainant: \_\_\_\_\_