

UNIFORM COMPLAINT PROCEDURES

Purpose: The Uniform Complaint Procedures (UCP) may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Most parents'/guardians' concerns can be resolved informally with the school principal. If this is not possible, this form may be used to file a formal complaint.

Name: _____

Phone Number (Home): _____ Work or Cell: _____

Mailing Address: _____ City/Zip Code: _____

Please check: Parent/Guardian Student Employee Other _____

Subject of complaint (please check all that apply):

- Prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities.
- Requirements for development and adoption of a school safety plan.
- Harassment, discrimination, intimidation or bullying in federal or state programs
- Failure to accommodate lactating student
- Failure to transfer foster care student records and related foster care student complaints

Violation of law or regulation governing the following program(s):

- Adult Education
- Education Code section 47606.5 (annual update to goals and annual actions)
- Education Code section 47607.3 (outcomes for pupil subgroups)
- Career/Technical Education
- Child Development
- Special Education
- Section 504
- No Child Left Behind

Date of Problem: _____ Course/Grade Level and Teacher Name: _____

Location of Problem (School Name, Address, and Room Number or Location):

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

By signing below, you attest you have read the school district policy of Uniform Complaint Procedures. If you wish to submit a complaint anonymously, please contact the school's office via telephone, 822-4845 or the Arcata School District Superintendent at 822-0351.

SIGNED: _____ DATE: _____

This complaint form must be submitted to the office at the address listed below.

Please file this complaint at the following location:

Office Mailbox , 470 Union Street,
Arcata, CA 95521

Or:

Arcata School District Superintendent
1435 Buttermilk Lane, Arcata, CA 95521

For Office Use Only

COMPLAINT RECEIVED BY: _____ DATE & TIME: _____