Uniform Complaint Procedure
Discrimination/Harassment Complaint Reporting Form

In accordance with the District’s Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220, Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

I. Contact Information:

Name: ____________________________________________
Address: ____________________________________________
City: __________________ Zip: __________________
Home Phone: __________________ Work or Cell Phone: __________________

II. Complaint

You are filing this complaint on behalf of: __________________________
☐ yourself  ☐ your child or a (student)  ☐ another student  ☐ a group

III. School Information

School Name: ____________________________________________
Principal’s Name: ____________________________________________
Address: ____________________________________________ City __________________

IV. Basis of Complaint:

Please check the following box(es), based on the type(s) of discrimination, harassment, intimidation and bullying you experienced, (Education Code §§ 200 and 220)

☐ Sexual Orientation  ☐ Ancestry
☐ Gender  ☐ Mental or Physical Disability
☐ Gender Identity  ☐ Age
☐ Ethnicity  ☐ Ethnic Group Identification
☐ Race  ☐ Association with any of these categories
☐ National Origin  ☐ Sexual Harassment
☐ Religion  ☐ Sex (Title IX)
☐ Color

V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please describe the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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List the **individual(s)** involved in the incident(s) complaint of:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

List any **witnesses** to the incident(s):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Describe the **location where** the incident(s) occurred:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**What steps, if any have you taken to resolve this issue before filing a complaint?**

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

______________________________________________

Signature of person filing complaint

______________________________________________

Date

______________________________________________

Received by: ____________________________

Date Filed: ____________________________

Title: ____________________________

**Please provide a duplicate copy to the complainant.**