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. Complainant
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(s), 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
☐ Ethnicity ☐ Age
☐ 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:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

List the individuals 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.