

Carmel Unified School District

File # _____

Uniform Complaint Filing Form

In accordance with Board Policy 1314, the school district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination on the basis of ethnicity, religion, age, gender/sexual harassment, color or physical/mental disability or failure to comply with state or federal law in adult, basic education, consolidated categorical aid programs, vocational education, child care and development programs, child nutrition programs and special education programs. Please reference the attached brochure for steps in filing a complaint.

Complainant's Information:

Last First Middle Initial

Address City Zip Phone Number

Name of Other Party Involved:

Last First Middle Initial

School/Site which is subject to complaint Name of student (if relevant)

Description of Complaint (please be clear and concise in your statement of the circumstances involved in your complaint).

(If necessary, continue on backside of this sheet)

Specific remedy sought by complainant:

Signature of complainant or representative

Date

I understand that in accordance with Board Policy 1314 I have the option of resolving my complaint through a neutral mediator and hereby request mediation.

Signature of complainant

Date

(This portion of form to be completed by school district staff.)

Date received by the Director of Special Projects

Signature of person receiving complaint

Date of Final Written Decision: Findings and disposition of complaint
(see attached full report)

Date complainant noticed of right to appeal the decision to the California
Department of Education and procedures to be followed for initiating
such an appeal

_____ Date Logged
_____ Logged by