

COMPLAINT FORM

(Uniform Complaint Procedure)

Date _____

Under Williams Case (Ed. Code 35186) and Anti-Discrimination Law (Gov. Code 11135)

Important: Please keep a copy for your records with the date you filed the complaint. If you need additional space to write, please attach sheets as needed.

Contact information: Fill out below if you want a written response.

Name or Group _____

Address _____

City, State and Zip Code _____

Phone: _____ Signature _____

I. School Information: School Name _____

Address _____ City _____

II. I request immediate action to correct the following problems covered by the Williams case:

Check all boxes that apply and **also** provide details below. Please provide enough details of the problem(s) for school officials to investigate and fix the problem(s). *Use additional pages if needed.*

A. Textbooks and Instructional Materials:

- A student does not have required books and materials to use in class.
- A student does not have textbooks to use at home or after school for homework.
- Textbooks or other materials are in poor or unusable conditions.

Describe the materials, the class, grade, and/or the teacher: _____

B. Teacher Vacancies or Unqualified Teacher:

- Class began and there is no certificated teacher assigned to teach the class.
- A teacher is assigned to teach the class who does not have the credentials to teach the subject of the class.
- A teacher is assigned to a class with more than 20% English Language Learners and does not have credentials or training to teach English Language Learners.

Identify the class and/or teacher: _____

C. Conditions of School Buildings and Facilities:

- A school building, school grounds, or classroom is in poor condition and poses a threat to the health or safety of students, teachers, or school employees.

Describe the conditions, the location, and the reason the conditions are dangerous:

D. Discrimination: I also request action to fix the problems above and additional problems described on the attached sheets that are not found in schools attended by upper income White students in California.

III. I am filing this complaint with the Principal and District Superintendent and sending an informational copy to the County Superintendent of Schools, as follows:

A. School Principal: _____

B. School District Superintendent: _____

C. County Superintendent of Schools for _____ County _____