

**UNIFORM COMPLAINT FORM
(1312.3/AR-1, ATTACHMENT A)**

(Revised, July 1, 2014)

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information below.

Response requested: _____ Yes _____ No

Name, _____
(Last) (First)

Address: _____
(Street) (City / State) (Zip)

Phone Number(s): _____
(Home) (Cell) (Other)

Location of the problem that is the subject of this complaint:

School: _____ Rm # or Rm Name: _____

Course: _____ Teacher Name: _____

Date problem was observed: _____

Specific issue(s) of the complaint. Please check all that apply:

_____ **Unlawful discrimination against a protected individual or group in any district program**

_____ **Failure to comply with state/federal laws in one of the following programs:**

_____ Adult Education _____ Child Care / Development _____ Consolidated Categorical Aid

_____ Child Nutrition _____ Career Technical Education _____ Special Education

_____ **Textbooks and Instructional Materials**

_____ Student does not have standards-aligned or state/district-adopted textbooks or other required instructional materials to use in class

_____ Student does not have access to instructional materials to use at home or after school

_____ Textbooks/instructional materials are in poor or unusable condition

_____ **Teacher Vacancy or Misassignment**

_____ Vacancy exists at beginning semester as defined in §35186 E.C.

_____ Teacher lacks credentials or training to teach English learners in assigned class with more than 20% English learners

_____ Teacher lacks subject matter competency

**____ Facility conditions pose an emergency or urgent threat to the health or safety of students or staff
____ CAHSEE Intensive Instruction**

____ Failed to notify a student who did not pass one or both parts of the California High School Exit Exam (CAHSEE) of the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12

____ Failed to provide a student who did not pass one or both parts of the California High School Exit Exam (CAHSEE) the opportunity to receive intensive instruction and services for up to two consecutive years after the completion of grade 12

____ Student Fees

____ Pupil was required to pay a fee for participation in an educational activity. * "Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of California Education Code 49011 and of Article IX of the California Constitution.

____ Local Control Accountability Plan (LCAP)

____ Failure to comply with Legal Requirements Pertaining to LCAP

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

Please file this complaint with the following:

Principal (Name): _____ School: _____

Address: _____
(Street) (City/ST) (Zip)

Dr. Michael Grove, Associate Superintendent, Educational Services
San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous complaints, should be dated:

Signature

Date