UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____________________________________________ First Name/MI: _______________________________________

Student Name (if applicable): _____________________________________ Grade: _______ Date of Birth: ______________

Street Address/Apt. #: _________________________________________________________________________________

City: _______________________________________________ State: _______________ Zip Code: __________________

Home Phone: _____________________ Cell Phone: ______________________ Work Phone: ______________________

Charter School/Office of Alleged Violation: ______________________________________________________________ _

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

☐ Migrant Education ☐ Consolidated Categorical Aid ☐ Career/Technical Education
☐ Special Education ☐ Child Nutrition ☐ Foster/Homeless Youth
☐ Pupil Fees ☐ No Child Left Behind/ Every Student Succeeds Act Programs ☐ Educational Rights and
☐ Regional Occupational Programs ☐ Local Control Funding Formula/ Coursework and Graduation
☐ Tobacco-Use Prevention Education ☐ No Child Left Behind/ Every Student Succeeds Act Programs
☐ Lactating Pupils ☐ LCAP ☐ Requirements for Foster Youth,

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

☐ Age ☐ Gender / Gender Expression / Gender Identity ☐ Sex (Actual or Perceived)
☐ Ancestry ☐ Genetic Information ☐ Sexual Orientation (Actual or Perceived)
☐ Color ☐ National Origin ☐ Based on association with a person
☐ Disability (Mental or Physical) ☐ Race or Ethnicity or group with one or more of these
☐ Ethnic Group Identification ☐ Religion actual or perceived characteristics
☐ Immigration Status

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents: ☐ Yes ☐ No

Signature: ____________________________ Date: ________________

Mail complaint and any relevant documents to:

Vista Real Public Charter High School
Corrine Manley, Area Superintendent
401 South A St., Suite 3
Oxnard, CA  93030
(805) 468-5449
UCPOfficer@vrchs.org