

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 8, 2015

To: All Principals, Division and Department Heads

Subject: NOTIFICATION OF UNIFORM COMPLAINT PROCESSING

Department and/or Persons Concerned: All Principals, Division and Department Heads

Due Date: **Friday, September 18, 2015**

Reference: Administrative Procedure 1700; Title 5, California Code of Regulations, sections 4680-4687

Action Requested: Notify Staff re Proper Handling of Uniform Complaints Received at School or Central Office Site

Brief Explanation:

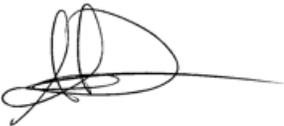
As a result of a recent Uniform Complaint appeal, the California Department of Education (CDE) has directed that we notify all staff that may receive and/or handle Uniform Complaints regarding proper processing of a Uniform Complaint and the associated timelines.

District Administrative Procedure 1700 states that most Uniform Complaints are to be filed with the Legal Services Office. Sometimes, however, Uniform Complaints are emailed directly to the principal or delivered to a school or central office department. If an email or document is received at a school or office which includes the words "Uniform Complaint," please forward it **immediately** to the Legal Services Office. The Williams Uniform Complaint form (teacher misassignment, textbooks, and facilities issues) and the Pupil Fee Uniform Complaints are supposed to be filed with the school principal but please also send those to Legal Services so we can assist you. We have 45 days to investigate and respond to a Williams Uniform Complaint and 60 days to investigate and respond to all other Uniform Complaints so it is imperative that a Uniform Complaint be forwarded to Legal Services right away so we can work together to address the concerns.

In addition, although we prefer that people use our Uniform Complaint forms (Attachments 1, 2 or 3 to Administrative Procedure 1700) complainants are not required to complete a form. Frequently, Uniform Complaints are emailed. Please promptly forward any email which contains the words "Uniform Complaint" to Legal Services. (Email addresses for Legal Services staff are on the district website.)

If you have any questions regarding the above, please contact the Legal Services Office at (619) 725-5630.

APPROVED:



Andra M. Donovan
General Counsel

AMD:dmh

Distribution: List A, D, E, F