A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs. The San Ramon Valley Unified School District (District) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing these educational programs. As always, the District's Governing Board (Board) encourages early resolution of complaints whenever possible. However, to resolve complaints which may require a more formal process, the Board adopted the uniform system of complaint processes specified in Title 5 of the California Code of Regulations sections 4600-4694, as applicable, and District Board Policy (BP) and Administrative Regulation (AR) 1312.3. The District designates UCP compliance officer(s) who receive and coordinate the investigation of complaints and ensure District compliance with the law. UCP complaints should be submitted by mail or email to:

**Compliance Officers:**

- Assistant Superintendent, Human Resources  
  San Ramon Valley Union School District  
  699 Old Orchard Drive  
  Danville, CA 94526  
  925-552-2923  
  krogenski@srvusd.net

- OR  
  Director, Student Services  
  San Ramon Valley Union School District  
  699 Old Orchard Drive  
  Danville, CA 94526  
  925-552-5033  
  dkravitz@srvusd.net

If you are unable to put your complaint in writing, due to conditions such as a disability or illiteracy, the District will assist you with filing the complaint. Complaints may be filed anonymously, and will be investigated if sufficient information is provided.

**Name:**

**Address:**

**Phone Number:**

**Email address:**

**Role:**

☐ Parent/Guardian  ☐ Employee  ☐ Student  ☐ Other

*A complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.*
Uniform Complaint Procedure

E 1312.3 Community Relations

COMPLAINT

Date(s) of Alleged Violation(s): ________________________________________________

School/Dept. of Alleged Violation(s): __________________________________________

Basis for Complaint (select all that apply):
☐ Adult education
☐ After school education and safety programs
☐ Agricultural career technical education
☐ Career technical/technical education/technical training
☐ Child care and development programs
☐ Compensatory education
☐ Consolidated categorical aid programs
☐ Every Student Succeeds Act (ESSA)
☐ Migrant education
☐ Regional Occupation Centers and Programs (ROCP)
☐ School safety plans
☐ Sexual Harassment (BP 5147.7)
☐ Discrimination, including harassment, intimidation, or bullying, on the basis of (select all that apply):
  ☐ Race
  ☐ Ethnicity
  ☐ Color
  ☐ Ancestry
  ☐ Gender expression
  ☐ Ethnic group identification
  ☐ National origin
  ☐ Age
  ☐ Religion
  ☐ Marital status
  ☐ Sexual orientation
  ☐ Physical or mental disability
  ☐ Sex
  ☐ Gender
  ☐ Gender identity
  ☐ Parental status
  ☐ Genes
  ☐ Association with person/group with one or more of these actual or perceived characteristics
  ☐ Reasonable accommodations to a lactating student
☐ Pregnant or parenting student
☐ Pupil fees
☐ Local Control and Accountability Plans (LCAP)
☐ School plan for student achievement
☐ School Site Council
☐ Educational rights for foster youth
☐ Educational and graduation requirements for foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, children of military families, newcomers and migratory education students)
☐ Courses of study without educational content
☐ Deficiencies related to preschool health & safety issues for a California state preschool
☐ Physical education instructional minutes
☐ Retaliation
Uniform Complaint Procedure

E 1312.3 Community Relations

☐ Any other state/federal program the Superintendent of Public Instruction deems appropriate

DESCRIPTION OF COMPLAINT

Please describe your complaint in detail, including the date(s), name(s) of people involved in the complaint, and the results of any previous meetings or discussions with the site or personnel regarding the complaint. You may attach additional pages as necessary to fully describe your complaint.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

I understand that the site administrator, Superintendent or designee, or Board may request from me further information about this complaint and, if such information is available, I shall present it upon request.

I, ______________________________ hereby certify that the above statements are true and correct to the best of my knowledge.

Signature: _______________________________ Date: ____________