

*Newport-Mesa Unified School District*  
**Uniform Complaint Procedure**  
**AB 1575 Complaint Reporting Form**

Board Policy 1312.3 – Uniform Complaint Procedures outlines how complaints alleging unlawful discrimination, including unlawful pupil fees. Anyone may use this form to file a complaint regarding a “pupil fee” that is required for participation in an educational activity offered by a California public school, as defined in California Education Code § 49010. After completing this form, it may be filed with the School Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

**I. Do you want to receive a copy of the written response to your complaint?**

- No, I do not request a copy of the written response. I am filing this complaint anonymously.
- Yes, I request a copy of the written response to my complaint. Please complete the following.

**Contact Information:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

**II. School Information:**

School Name: \_\_\_\_\_ Principal’s Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

**III. Basis of Complaint:**

Based on the type of pupil fee, please check the following box(s) and provide supporting details to the best of your ability. Attach additional sheets of paper if you need more space.

**Fees Charged for Registration or Participation:**

- A fee was charged as a condition for registration for school or classes
- A fee was charged as a condition for participation in a class or extracurricular activity (whether or not the activity or class is compulsory, elective, or for course credit)

**Description of the fee:** include (1) the school, class or extracurricular activity for which the registration or participation fee was charged, (2) details regarding how the fee requirement was communicated, and (3) the total amount of the fee.

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**Security Deposits or Other Payments for Materials or Equipment:**

- A security deposit or other payment was required to obtain materials, supplies, equipment, or clothes associated with an educational activity.

**Description of the payment:** include (1) the class or extracurricular activity, (2) details regarding how the security deposit or other payment requirement was communicated, (3) the item of equipment or material for which a deposit or payment was required, and (4) the total amount of the deposit or payment.

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**Required Purchases for Educational Activities:**

- A purchase was required to obtain materials, supplies, equipment or uniforms associated with an educational activity.

**Description of the required purchase:** include (1) the class or extracurricular activity, (2) details regarding how the requirement to purchase the materials, supplies, equipment or uniform was communicated, (3) the item required to be purchased, and (4) the total cost of the purchase.

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**Other Fees or Charges In Question:**

**Description with as much detail as possible:**

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\_\_\_\_\_  
Signature of person filing complaint

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Title: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**