

Los Gatos-Saratoga Union High School District

Uniform Complaint Procedures Form

Board Policy 1312.3 recognizes that the Los Gatos-Saratoga Joint Union High School District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs.

Individuals with complaints alleging unlawful discrimination or failure to comply with state or federal law are encouraged to resolve the complaints at the local level. Should this informal process not prove successful and if official attention to the complaint is desired, this form is to be completed and filed with the District Superintendent. The information requested will be helpful to those who will be asked to respond to the complaint. District Administrative Regulations governing the filing of complaints are attached to this form.

NATURE OF COMPLAINT: (Provide a full explanation, including dates, names of persons involved, and other pertinent facts.)

INFORMAL DISCUSSION:

DESCRIBE ANY ATTEMPTS AT RESOLUTION:

RESOLUTION: What resolution do you propose?

Name of Complainant (Print): _____ Phone: _____

Address: _____

Signature: _____ Date: _____