



# Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form

In accordance with the District’s Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220, Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

### I. Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### II. Complainant

You are filing this complaint on behalf of: \_\_\_\_\_

Parent/Guardian     Pupil (Grade: \_\_\_\_\_)     Witness to the Incident     Other

### III. School Information

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

### IV. Basis of Complaint:

District violation of state or federal law or regulations governing:

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Accommodations for Pregnant or Parenting Students                                                                                                | <input type="checkbox"/> Local Control Accountability Plan                                    |
| <input type="checkbox"/> Adult Education                                                                                                                                  | <input type="checkbox"/> Migrant Education                                                    |
| <input type="checkbox"/> After School Education and Safety                                                                                                                | <input type="checkbox"/> Physical Education Instructional Minutes                             |
| <input type="checkbox"/> Career/Technical Education                                                                                                                       | <input type="checkbox"/> Pupil Fees for Educational Activities                                |
| <input type="checkbox"/> Child Care & Development                                                                                                                         | <input type="checkbox"/> Regional Occupational Centers and Programs                           |
| <input type="checkbox"/> Compensatory Education                                                                                                                           | <input type="checkbox"/> School Plans for Student Achievement                                 |
| <input type="checkbox"/> Consolidated Categorical Aid                                                                                                                     | <input type="checkbox"/> School Safety Plans                                                  |
| <input type="checkbox"/> Course periods without Educational Content                                                                                                       | <input type="checkbox"/> School Site Councils                                                 |
| <input type="checkbox"/> Education of Pupils in Foster Care, Students Experiencing Housing Instability, Former Juvenile Court Students, and Students of Military Families | <input type="checkbox"/> Special Education                                                    |
| <input type="checkbox"/> Every Student Succeeds Act/No Child Left Behind (Titles I – VII)                                                                                 | <input type="checkbox"/> State Preschool                                                      |
|                                                                                                                                                                           | <input type="checkbox"/> State Preschool Health and Safety Issues in LEAs Exempt from License |



List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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I understand that the District will maintain the confidentiality of this information, to the extent provided by law or the applicable collective bargaining agreement; that I will be protected from retaliation for filing this complaint; that the District may request further information about this matter; and if such information is available, I agree to present it upon request.

I understand that with the exception of pupil fee complaints, which may be filed within one (1) year of the alleged violation, all other complaints must be filed within six (6) months of the alleged occurrence. Pupil fees and LCAP complaints may be filed anonymously.

I believe that the forgoing is true and correct.

Note: I understand that if I file a complaint right before Thanksgiving Recess, Winter recess, Presidents' Week Recess, Spring Recess or Summer Recess, that school staff will be on vacation and it will take longer to investigate; and I agree to extend the timeline for responding to my complaint by the number of days schools are closed. Initials\_\_\_\_\_

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

\_\_\_\_\_  
**Date**

**Please submit this complaint to:**

**Martha Ladd, M.Ed.**

**Interim Deputy Superintendent**

**Pacifica School District**

**411 Oceana Boulevard**

**Pacifica, CA 94044**

**[mladd@pacificasd.org](mailto:mladd@pacificasd.org)**

**(650) 738-6600**

California Department of Education

Rev. 10/14/2025njo