

Complaint Form (NON-Uniform Complaints)

Complainant Information	
Name	Position/Title (check one): ☐ Parent/Guardian ☐ Student ☐ Faculty/Staff ☐ Administrator ☐ Other (specify): _____
Address	
Daytime Phone #	
Evening Phone #	
E-mail	

Specifics of Complaint	
Name of person(s) or program against whom complaint is made:	
School and/or Department	
Date(s) of alleged violation(s):	

A complete list of **NON UCP Complaints** and how/where to file a complaint, can be found on page 2 of this document or by visiting the District's [Uniform Complaint Procedures](#) website.

Nature of Complaint

(Please attach additional pages, if necessary, to describe your complaint more fully)

1. Please give the facts about your complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.
2. Have you attempted to discuss your complaint with any Alameda Unified School District (AUSD) personnel? If so, with whom and what was the result?
3. What is your proposed resolution to the complaint?

Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached written documents: _____ Yes _____ No

Signature of Complainant: _____ Date: _____

Name of Person Accepting Complaint		Copy of complaint given to complainant: Yes No
Signature of Person Accepting Complaint		
Date and Time of Complaint Acceptance		

For a list of all NON-Uniform Complaints, please refer to the table below:

Reasons for Complaint	Filing of Complaint
Complaints of bullying that are not based on the protected characteristics named on page 1 of the Uniform Complaint Form.	Submit a Student Bullying Report Form to the principal of the respective school site. Forms are available on the district website and/or at the District Office and at all school sites.
Complaints related to Williams legislation regarding deficiency of textbooks or instructional materials, conditions of facilities that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.	Submit a Williams Complaint Form to: - Educational Services for textbooks and instructional materials - Maintenance, Operations, and Facilities for health and safety condition of facilities - Human Resources for teacher vacancies and misassignments Forms are available on the district website and/or at the District Office and at all school sites.
Complaints alleging discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or contractor.	Contact the Assistant Superintendent of Human Resources . You have the right to file a complaint with the California Civil Rights Department (CRD) in accordance with AR 4030 – Nondiscrimination in Employment .
Complaints alleging noncompliance of the district’s food service program regarding meal count and claims, reimbursable meals, student or adult eligibility, or use of cafeteria funds and allowable expenses.	Contact the Director of Food and Nutrition Services for guidance. You could be referred to the California Department of Education (CDE) in accordance with BP 3555 – Nutrition Program Compliance . Child Nutrition Programs (CNP) Complaints cnpcomplaints@cde.ca.gov
Complaints alleging discrimination based on race, color, national origin, sex, age, or disability in the district’s food service program.	Contact the Director of Food and Nutrition Services for guidance. You could be referred to the U.S. Department of Agriculture (USDA) in accordance with BP 3555 – Nutrition Program Compliance . Email: program.intake@usda.gov
Complaint alleging the district’s violation of applicable state or federal laws or regulations governing Special Education, including Due Process and FAPE concerns.	Contact the Sr. Director of Special Education for guidance. You could be referred to the California Department of Education (CDE) in accordance with AR 6159.1 – Procedural Safeguards and Complaints for Special Education .
Complaints of health and safety regarding a Child Development Program.	Contact the Coordinator of Early Childhood Education for guidance. You could be referred to the Department of Social Services (CDSS) for licensed facilities and to the appropriate Child Development regional administrator for licensing-exempt facilities.
Complaints alleging child abuse or neglect.	Contact the Coordinator of Early Childhood Education for guidance. You could be referred to the County Department of Social Services , Protective Services Division or the appropriate law enforcement agency.
Allegations of fraud.	Contact the Fiscal Director who may refer you to Legal, Audits and Charters Branch in the California Department of Education (CDE) .
Complaints regarding Section 504 of the Rehabilitation Act of 1973.	Contact the Coordinator of Student Services. The Section 504 Parent Handbook containing detailed information is available on the AUSD’s Section 504 Plans website.
General complaints regarding school site and/district staff.	Contact Education Services .
General complaints staff against staff.	Contact in Human Resources .
General complaints regarding grading.	Contact the Director of Secondary Education. Use this LINK for the FORM .
General complaints regarding athletics.	Contact the Principal and Athletic Director at the school site.