

**Little Lake City School District
Uniform Complaint Procedures (UCP) Form**

The Board of Education encourages the early, informal resolution of complaints at the school site level. Report all alleged violations by Little Lake City School District of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees. Complaints may be made to the Assistant Superintendent of Personnel Services, at 10510 Pioneer Bl., Santa Fe Springs, CA 90670. All investigations into alleged violations by Little Lake City School District shall be made in accordance with Board Policy/Administrative Regulations 1312.3.

Name: _____ Date of Incident _____

Address: _____

Phone: _____ Email Address: _____

1. Identify the offending person or persons (if known):

2. State what happened to cause the complaint. Be specific. (If more space is required, please attach additional pages.)

3. What remedy are you seeking? _____

4. Describe any informal efforts you made to correct the situation. _____

Signature: _____ Date: _____