1. Provides an opportunity for complaint and District personnel to present information relevant to the complaint.

2. Obtains relevant information from other persons or witnesses who can provide evidence.

3. Reviews related documents.

4. Results in a written report of findings in English or in the primary language of the complainant which contains the investigative findings and District’s decision, including any corrective actions.

5. Concludes the investigation in a written report sent to complainant within 60 days from the date of receipt of the written complaint unless the complainant agrees in writing to extend the investigative timeline.

6. Provides appeal procedures.

How to Appeal:

District decisions/findings regarding programs and activities subject to UCP may be appealed by complainants to the State by filing a written appeal within 15 days of receipt of the District’s decision. The appeal must explain the basis for appealing the decision, state how the facts of the District’s decision are incorrect and/or the law is misapplied and include a copy of the original complaint and District’s decision. The appeal should be sent to:

California Department of Education
1430 N Street
Sacramento, CA 95814
http://www.cde.ca.gov/re/cp/uc

The 60-day timeline for investigation and District response shall begin when the written complaint is received.