

BEVERLY HILLS UNIFIED SCHOOL DISTRICT
255 South Lasky Drive
Beverly Hills, CA 90212

UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM

(to be filed with the Office of the
Assistant Superintendent/Human Resources)

I have read the school district policy on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following education program which is covered under this procedure:

(State or federally funded education program in which the alleged violation occurred or other violation covered under the Uniform Complain Procedure, the school district representative should list below the agency to which the complainant has been referred.)

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures)

NATURE OF COMPLAINT

(Describe here the nature of the alleged violation. If this complaint involves the educational service provided to a specific child, please give the name, grade and school of enrollment. Attach additional pages if necessary.)

DATE OF VIOLATION _____

(Must be within six (6) months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

SIGNED _____ DATE _____

Address/telephone number of person filing complaint

COMPLAINT RECEIVED BY _____

(Name and Title)

DATE _____