



PUC Schools Uniform Complaint Procedures Form

Last Name: _____ First Name: _____

Student Name (if applicable): _____ Grade: ____ Date of Birth: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

Date of Alleged Violation: _____ School/Office of Alleged Violation: _____

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | |
|---|--|
| <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Child Care & Development |
| <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Pupil Fees for Educational Activities | <input type="checkbox"/> Foster/Homeless |
| <input type="checkbox"/> After School Education/Safety | <input type="checkbox"/> NCLB |
| <input type="checkbox"/> Tobacco-Use Education | <input type="checkbox"/> Local Control Accountability Plan |
| <input type="checkbox"/> Physical Education Minutes | <input type="checkbox"/> Bilingual Education |
| <input type="checkbox"/> Every Student Succeeds Act | <input type="checkbox"/> Economic Impact Aid (EIA) |
| <input type="checkbox"/> Migrant Education | <input type="checkbox"/> School Safety Plans |
| <input type="checkbox"/> Courses without Educational Content/Already Satisfied for Graduation/Postsecondary Education | |

For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check which of the actual or perceived protected characteristics upon which the alleged conduct was based:

- | | | |
|---|--|--|
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> National Origin | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Mental or Physical Disability | <input type="checkbox"/> Lactating Student |
| <input type="checkbox"/> Association with a person or group with one or more of the actual or perceived categories listed above | | |

For complaints of bullying that are not based on the above listed protected characteristics, and other complaints not listed on this form, please contact your school Title IX/Bullying Complaint Manager, School Principal or Administrator of Operations.

If you have contacted your school principal and still require assistance, referrals or resources, please contact the CEO (Title IX/Bullying Complaint Administrator).

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 PUC schools' personnel? If so, with whom and what was the result?

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

I have attached supporting documents. Yes___ No___

Signature _____ Date _____

Mail, fax or email your complaint/documents to:

Concepcion Rivas, CEO
Regional Title IX and Bullying Complaint Administrator
PUC Schools Central Office
1405 N. San Fernando Blvd. Suite 303
Burbank, CA 91504
Phone: (818) 559-7699
Fax: (818) 559-8641
Email Address: c.rivas@pucschools.org