

Uniform Complaint Procedures (UCP), Online Self-Certification Process

SAMPLE COMPLAINT CASE LOG FOR UCP 3

School Year: 2016 - 2017

Thomas Jefferson Unified School District
Name of LEA

12345 Main Street, Springfield, CA 99876
Address

123-234-4567
Phone number of Contact Person

Evidence of proper implementation of the investigation process*

Case #	Complainant(s) Initials	Title	Allegation	School	Date Rec'd	Due Date- 60 days	Date Closed	Appeal
UCP 001	ND	Student	Discrimination, Aggressive and unprofessional behavior of teacher	ML King, Jr ES	11/1/2015	12/31/2015	1/31/2016	No
UCP 002	EH	Parent	Not a UCP – Parent request retaining teacher at Smith ES	C Chavez HS	12/15/2015	2/13/2016	3/13/2016	No
UCP 003	MA	Community member	Multiple allegations regarding ELAC meeting held on 04/06/10	F Korematsu HS	2/8/2016	4/9/2016	5/9/2016	Appeal to CDE 5/23/2016 Appeal denied
UCP 004	ZD	Parent	Charged fee for band equipment	A Lincoln MS	5/18/2016	7/17/2016	n/a	n/a

*Complaints in accordance with CCR, Title 5, Section 4610(b). Upload a completed log in CAIS, at any time **during the upload period and prior to the last day of the review**. Districts are not required to upload complaint documents in CAIS, as part of the self-certification. LEAs are not required to use this sample.

Please see additional instructions for this process on the "LEA Self-Certification Form and Instructions for Completion of an Online Review for UCP 3."