**California Department of Education**

# Sample Uniform Complaint Procedures (UCP) Complaint Log 2023–24

May 2023

This document is to be used as guidance only.

According to state and federal codes and regulations, the programs and activites subject to the UCP are:

• Accommodations for Pregnant and Parenting Pupils

• Adult Education

• After School Education and Safety

• Agricultural Career Technical Education

• Career technical and technical education and career technical and technical training programs

• Child care and development programs

• Compensatory Education

• Consolidated categorical aid programs

• Course Periods without Educational Content

• Discrimination, harassment, intimidation, or bullying against any protected group as identified under *Education Code* (*EC)* sections 200 and 220 and *Government Code* Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

• Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

• Every Student Succeeds Act

• Local control and accountability plans (LCAP)

• Migrant Education

• Physical Education Instructional Minutes

• Pupil Fees

• Reasonable Accommodations to a Lactating Pupil

• Regional Occupational Centers and Programs

• School Plans for Student Achievement

• Schoolsite Councils

• State Preschool

• State Preschool Health and Safety Issues in Local Educational Agencies (LEAs) Exempt from Licensing

• And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Note that UCP procedures no longer apply to complaints regarding child nutrition programs established pursuant to *Education Code* sections 49490 to 49590, nor special education programs established pursuant to *Education Code* sections 56000 to 56865, and 59000 to 59300.

For child nutrition programs, the federal provisions are 7 Code of Federal Regulations sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d). Other provisions governing complaints relative to child nutrition programs are found in 5 California Code of Regulations (CCR) Sections 15580–15584.

For special education programs, the federal provisions are 34 Code of Federal Regulations sections 300.151 through 300.153. Other provisions governing complaints relative to special education are found in 5 California Code of Regulations (CCR) Sections 3200–3205.

Please see page 3 of this document for sample UCP log.

## UCP COMPLAINT LOG

[Covers UCP complaints received LEA-wide in the previous twelve months] *[Enter Name of your Local Educational Agency (LEA)*]

*[Enter Street Address, City, State, Zip*]

*[Enter Phone number and/or electronic address*]

[For each UCP complaint received, indicate the following]: ASSIGNED CASE NUMBER: *[Enter assigned case number]*

COMPLAINANT INITIALS: *[Enter complainant initials]*

COMPLAINANT POSITION: *[Enter employee, student, parent, advisory committee member, private school official, or interested party*]

ALLEGATION: *[Enter UCP scope only*]

SCHOOL NAME: *[Enter school name]*

DATE RECEIVED: *[Enter date received]*

DATE DUE: *[Enter 60 calendar days from above received date*]

DATE CLOSED: *[Enter when LEA decision was issued]*

APPEALED?: *[Enter final decision if appealed to the CDE]*