



For Official Use:

Date received \_\_\_\_\_

Complaint Log # \_\_\_\_\_

## Uniform Complaint Form

This form, and Metropolitan Education District's Uniform Complaint Process, is available for any parent, student, employee or resident who wishes to initiate a formal complaint at the District level. If you need help filling out this form, please ask an administrator or school secretary for assistance. Complaints will be reviewed and responded to within 60 days. Your complaint will be acknowledged by email and you will receive a log number after receipt by the District.

For more information about the complaint procedure, please see [BP/AR 1312.3](#).

**You may contact the District Compliance Officer (see contact information at the bottom of the form) with questions about this process or to file this formal complaint.**

### I. Contact Information of Complainant (the person filling out this form)

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 Your name

Student's name

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 Your phone number (including area code)

Your email address

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 Your address, city and zip code

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 School name

Student's grade level

### II. Basis of Complaint

This form may be used to file a formal complaint regarding:

- General complaints about Metropolitan Education District policy, practice or procedure; a school site-level practice or procedure; or a District employee. (Note: Employee/employee complaints may also be filed with District Compliance Officer and will be routed to Human Resources for resolution).
- Unlawful discrimination, including discriminatory harassment, intimidation or bullying. In this context, discrimination based on the following characteristics is unlawful under state or federal law: age; ancestry; color; disability (physical or mental); ethnic group identification; gender; gender expression; gender identity; genetic information; homelessness or foster status; marital, parenting or

breastfeeding status; nationality; national origin; race or ethnicity; religion; sex (this includes sexual harassment and acts of sexual misconduct); sexual orientation; or based on association with any of these actual or perceived characteristics.

- Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the uniform complaint procedures.
- District violations of state or federal law or regulations, including those covering the following programs: Adult Education; Career/Technical Education; Education Opportunities of Pupils in Foster Care or Pupils who are homeless and Former Juvenile Court Pupils; English Learner Programs; School Safety Plans; Special Education.

### **III. Details of Complaint**

**Please describe the incident or concern that led to this complaint**, in as much detail as possible, including: the location; the individuals involved; what was said during the incident; the dates/times when the incident(s) occurred or when the alleged acts first came to your attention; and to whom the incident was reported. Please also list any witnesses. You may attach additional sheets or documentation if desired. **Note: Formal complaints should be filed no later than six months from when you become aware of the alleged incident.**

**Has the concern been discussed with the school principal, employee, or his/her/their supervisor?** If yes, with whom?

**If a discussion took place, when did it happen and what was the result of the discussion?**

**What is your desired remedy?** Please describe what you would like for the outcome of this complaint process to be:

**I certify that the information I am providing on this form is true and correct.**

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting documents attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Complainants are advised that while the District will make an effort to protect their privacy and confidentiality, investigation of the complaints may require disclosure of certain information to others. By filing a complaint, the complainant authorizes the District to investigate and make disclosures as maybe reasonably necessary to the investigation and resolution of the complaint. Complaints will be reviewed and responded to within 60 days.

Retaliation for having filed a complaint is prohibited. If any participant in the complaint process experiences retaliation as a result of having participated in the process, please notify the site principal and/or District Compliance Officer.

**IV. Please submit this signed complaint form to:**

District Compliance Officer  
Metropolitan Education District  
760 Hillsdale Avenue, San Jose, CA 95136  
Email: [mazevedo@metroed.net](mailto:mazevedo@metroed.net)  
Phone: 408.723.6569