

## Kern County Superintendent of Schools

### Uniform Complaint Procedures Complaint Form Complainant Contact Information

Name*:	Date:
Student Name:	DOB:
Street Address:	City & State:
Zip Code:	Email:
Home Phone:	Cell Phone:

*\*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, the complaint can be filed anonymously if the complaint provides enough evidence or information leading to evidence to support an allegation of noncompliance and to allow an appropriate investigation. However, if the complainant wishes to receive a copy of the decision in response to the complaint, the complainant's contact information requested above must be provided.*

#### I am filing this complaint of behalf of:

Myself

My child or a student

#### Details of Complaint

Date of Alleged Violation: _____ / _____ / _____	Location of Alleged Violation:
Name or Person(s) Being Complained About:	



2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person whom you are complaining or with other Kern County Superintendent of Schools personnel? If so, with whom and what was the result?

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3. Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

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**Signature:**

**Date:**

This complaint form must be submitted to the Compliance Officer at the address listed below unless the complaint alleges noncompliance with legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date of the complaint first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to:

**Personnel Matters:** Cherie Payne  
Assistant Superintendent of Human  
1300 17<sup>th</sup> Street – City CENTRE  
Bakersfield, CA 93301

**All Other Matters:** Steve Sanders  
Chief of Staff  
1300 17<sup>th</sup> Street – City CENTRE  
Bakersfield, CA 93301

*Kern County Superintendent of Schools (KCSOS) staff will investigate and report its decision to the complainant within 60 calendar days of KCSOS receipt of the complaint per the Uniform Complaint Procedures found at Board Policy and Administration Regulation 1312.3. The complainant has the right to appeal the final decision to the California Department of Education, or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, within 15 calendar days of receiving the decision.*