

# **Exhibit**

## **Uniform Complaint Procedures**

E 1312.3

### **Community Relations**

#### ALBANY UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

To be filed with: Superintendent  
Albany Unified School District  
1051 Monroe Street  
Albany, CA 94706  
510-558-3766  
510-559-6560 fax  
vwilliams@ausdk12.org

Alternatively, this form may be filed with the Albany Unified School District Board of Education's President.

I have read the school district policy on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure:

(State or federally funded educational program in which the alleged violation occurred or other violation covered under the Uniform Complaint Procedure. If this complaint is not subject to the Uniform Complaint Procedure, the school district representative should list below the agency to which the complainant has been referred.)

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedure.)

Nature of Complaint

(Describe here the nature of the alleged violation. If this complaint involves the educational

service provided to a specific child, please give the name, grade, and school of enrollment.  
Attach additional page if necessary.)

Date of Violation

(Must be within six months of today's date. If not, you will be given information regarding an appeal to the state Superintendent of Public Instruction for an extension of time in which to file the complaint.)

Signed

Date

(Address and telephone number of person filing complaint)

Complaint received by  
(Name and title)

Exhibit ALBANY UNIFIED SCHOOL DISTRICT  
version: June 3, 2009 Albany, California  
revised: September 11, 2012  
revised: November 12, 2014