



[Redacted] School District
Uniform Complaint Procedure Form for AB 379 Complaints

Student Name [Redacted] Grade [Redacted] Date of Birth [Redacted]
 Date of Alleged Violation [Redacted] School of Alleged Violation [Redacted]

Do you want to receive a copy of the written response to your complaint?

Yes, I request a copy of the written response to my complaint be sent to me at:

Name: [Redacted] Address: [Redacted]

City & Zip Code: [Redacted] Phone Number (optional): [Redacted]

No, I do not request a copy of the written response. I am filing this complaint anonymously.

The following issues may be the subject of this complaint process. If you wish to complain about an issue not specified, please contact the district for the appropriate complaint procedure. Specific issue(s) of the complaint: (Check all that apply. A complaint may contain more than one allegation.)

1. School Placement Decisions (*Education Code § 48853*)

A foster youth's¹ school placement decision has been made by the school/district, group home, social worker, or other non-education rights holder.

2. Enrollment in regular public school (*Education Code § 48853, 48853.5*)

- A foster youth has been denied the right to attend the youth's regular public school.
- A foster youth has been denied the right to immediate enrollment in a charter school.
- A foster youth has been forced to attend a continuation school, independent study program, or other alternative educational setting, without the education rights holder's agreement that that is in the youth's best interests.
- A foster youth is not being educated in the least restrictive environment.
- A foster youth liaison has failed to ensure and facilitate the proper educational placement, enrollment in school, or checkout from school of a foster youth.

3. Immediate Enrollment (*Education Code § 48853.5*)

- A foster youth has been denied the right to immediately enroll for any reason including due to outstanding fees, fines, textbooks, or inability to produce clothing or records normally required for enrollment such as academic or medical/immunization records.
- A foster youth has been denied the right to immediately enroll in the school of residence once it is determined by the education rights holder that enrollment is in the foster youth's best interest.
- A foster youth has been denied the right to immediate enrollment in the same or equivalent classes as those they were taking at their prior school.

4. Enrollment In School Of Origin (*Education Code § 48853.5*)

- A foster youth has been denied the right to remain in their school of origin during jurisdiction of the court.
- A foster youth has been denied the right to remain in their school of origin, a charter school.
- A foster youth in kindergarten or grades 1-8 has been denied the right to remain in their school of origin through the end of the academic school year after jurisdiction of the court is terminated.
- A foster youth in high school has been denied the right to remain in their school of origin through graduation after jurisdiction of the court is terminated.
- A foster youth has been denied the right to matriculate with his or her peers in accordance with established feeder patterns within the district of origin.
- A foster youth liaison has failed to provide a written explanation stating the basis for a recommendation to move a foster youth from their school of origin.
- A foster youth has been denied the right to remain in their school of origin pending resolution of a dispute regarding a request to remain in a school of origin.

5. Equal Access to School Services (*Education Code § 48853*)

- A foster youth has been denied equal access to academic resources (e.g., tutoring, A-G/Honors courses).
- A foster youth has been denied equal access to school services (e.g., school based mental health services).
- A foster youth has been denied equal access to extracurricular activities (e.g., sports, art, drama, music).
- A foster youth has been denied equal access to enrichment activities (e.g., field trips, college fairs).
- A foster youth has been denied equal access to any support or service due to missing a sign-up or try-out deadline.

¹ "Foster youth" includes any youth (foster and probation) removed from his or her home or subject to a petition under Welfare and Institutions Code Sections 300, 309, or 602. (*Education Code §§ 48853.5, 51225.2*).

6. Emergency Shelter Schools *(Education Code § 48853(g)).*

- A foster youth has been educated in an emergency shelter for a long period of time.
- A foster youth is being educated in an emergency shelter even though they are not experiencing a health or safety emergency.
- A foster youth is being educated in an emergency shelter even though all four of the following conditions have not been met: 1) a school of origin decision cannot be made quickly; 2) it is not practical to transport the child to the school of origin in the meantime; 3) the child would otherwise not receive educational services; and 4) temporary, special, and supplementary services are available to meet the youth's unique needs.

7. Records *(Education Code § 48853.5; 49069.5)*

- The district failed to ensure the proper transfer of records from one school to another within 2 business days from a foster youth's transfer.
- The district failed to ensure that the duty to transfer records was assigned to a person competent to handle the transfer procedure and aware of the specific educational recordkeeping needs of foster youth.

8. Partial Credits and Checkout Grades *(Education Code § 48853.5; 49069.5; 51225.2)*

- A foster youth has been denied the right to credits, including partial credits, and/or check out grades upon transfer into or out of the school/district.
- A foster youth has been denied the right to credits based on a determination of seat time.
- A foster youth has been denied the right to have grades and credits calculated as of the date the student left school without lowering their grades due to absences resulting from a decision to change their home placement.
- A foster youth has been denied the right to have grades calculated without lowering their grades due to absences resulting from court appearances or court ordered activities.
- The district failed to ensure that the duty to issue or accept partial credits was assigned to someone who is aware of the specific educational recordkeeping needs of foster youth who transfer between schools.
- A foster youth has been denied the right to have partial credits applied to the same or equivalent courses as the coursework completed in the prior school.
- A foster youth has been denied the right not to be forced to retake a course or portion of a course satisfactorily completed at a prior school.
- A foster youth has been denied the right to retake a course to meet the eligibility requirements for admission to the California State University or University of California.

9. Graduation Under AB 167/216 or the "Foster Youth Graduation Exemption" *(Education Code § 51225.1, 51225.3)*

- A foster youth has been denied the right to be exempt from coursework and other requirements adopted by the district that are in addition to the statewide requirements if the pupil (1) transferred schools after the completion of their second year of high school, and (2) is not reasonably able to complete district graduation requirements by the end of their fourth year of high school.
- The district has denied a foster youth the right to complete additional courses (e.g., A-G courses) for which the foster youth would otherwise be eligible.
- A foster youth has been denied the right to remain in their local high school for a fifth year to complete school district graduation requirements if he or she is reasonably able to do so.
- A foster youth has been denied the right to remain in attendance at school through the end of the fourth year of school, even if they have already completed all statewide coursework requirements prior to the end of the fourth year.
- The district has revoked the foster youth's right to graduate under the foster youth graduation exemption at any time after certifying them as eligible.
- The district has required or requested that a foster youth transfer schools solely to qualify the pupil for the foster youth graduation exemption.
- The district has refused to reconsider the foster youth's eligibility for the foster youth graduation exemption after being requested to do so by the foster youth and/or their education rights holder.
- The district has failed to inform a foster youth, their education rights holders, and/or their social worker/probation officer of their eligibility or ineligibility for the graduation exemption within thirty (30) days of transferring into the school/district.
- The district has failed to inform a foster youth and/or their education rights holder of: (1) the effect of graduating under the foster youth graduation exemption on admission to postsecondary educational institutions; (2) the pupil's option to remain in school for a fifth year to complete district's requirements if he or she is reasonably able to do so; and/or (3) transfer opportunities available through the California Community Colleges.
- The district has failed to issue a 'normal high school diploma' for the foster youth upon their completion of all required state coursework.

10. Discipline *(Education Code § 48853.5)*

- The foster youth liaison failed to notify the foster youth's attorney and/or appropriate representative of the county child welfare agency of pending expulsion proceedings, proceedings to extend a suspension, or pending manifestation determination for a student with an Individualized Education Program ("IEP").

11. Other: [Redacted]
[Redacted]
[Redacted]
[Redacted]

A. Please give the facts about your complaint. Provide details such as the names of those involve, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator. You may attach additional pages and include as much text as necessary to fully describe the situation. [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

B. With whom have you spoken regarding this complaint? Please include that person's title and the result of the discussion. [Redacted]
[Redacted]
[Redacted]
[Redacted]

C. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

Yes No

D. Is there a specific remedy you action you would like the District to take?

No. I do not have a specific remedy in mind, but would like the district to resolve this complaint.

Yes. I am seeking the specific remedy below:

Immediate enrollment in school. Name of school: [Redacted]

Issuance of credits or partial credits.

Graduation under the foster youth graduation exemption or eligibility certification for graduation under the foster youth graduation exemption.

Other (Please Specify): [Redacted]
[Redacted]
[Redacted]
[Redacted]

IMPORTANT: I am mailing hand-delivering faxing this form on [Redacted] (date) to:

Compliance Office

Compliance Officer Name: [Redacted]

By: (Check One)

MAIL: [Redacted]

IN PERSON: [Redacted]

FAX: [Redacted]

Note: If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. See 5 CCR § 4652.