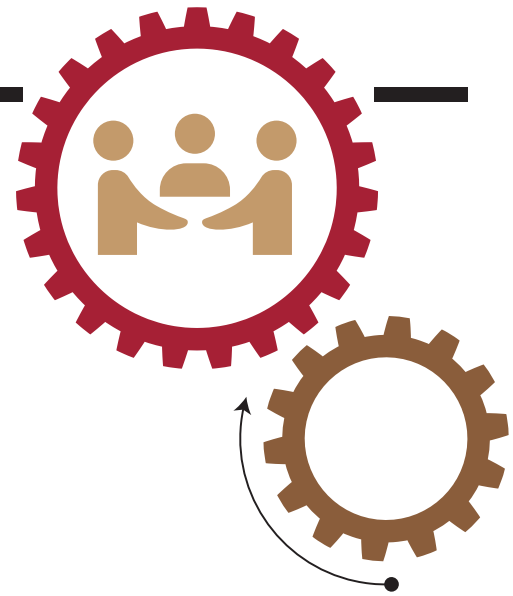


# DISTRICT LEVEL COMPLAINT FORM

The District-Level Complaint (DLC) process is available for all students, parents, employees, residents, or anyone who wishes to file an informal complaint against an employee, student, parent, third party or vendor. The reason for filing a DLC is based on disagreements and disputes, or conduct that is considered unprofessional, harmful, abusive, offensive and lewd. For all other complaints of discrimination, harassment, bullying, intimidation, retaliation or non-compliance in a District program, activity, service, or school-site council, please fill out a Uniform Complaint Procedures (UCP) form. For help in filling out a DLC, please ask an administrator or school secretary for assistance.



Contact information of the person filling out this form (Complainant).

## COMPLAINANT INFORMATION

Complainant Name

Address (home or office)

City, State, Zip Code

Phone Number (Cell: home or work)

Email Address

Location (School or District Office)

## STUDENT INFORMATION

Name of Student (if applicable)

Student Date of Birth

Student's Grade

Your Relationship to Student

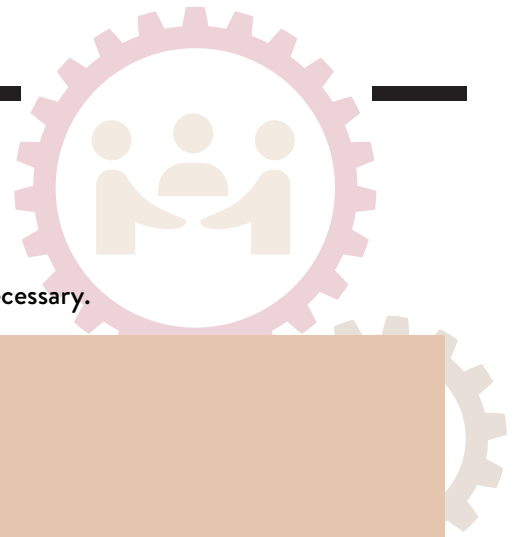
Parent    Teacher    Guardian    Associate

## ALLEGED ACCUSED:

Please select one or more of the following below and provide names and titles in complaint details.

Parent    Student    Third Party    Special Programs  
 Employee    District Office    School    Contractor

# DISTRICT LEVEL COMPLAINT FORM



## COMPLAINT DETAILS

Please describe the incident or concern in as much detail as possible, such as dates, times, locations, individuals involved, statements that were made, witnesses and to whom the incident was reported. Please attach additional sheets or documentation if necessary.

Has the incident or concern been discussed with a school administrator, employee, or his/her/their supervisor?  
If so, what was the outcome?

What is your desired remedy for this complaint?

# DISTRICT LEVEL COMPLAINT FORM

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**I CERTIFY THAT THE INFORMATION I AM PROVIDING 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 complaint may require disclosure of certain information for 'those in the need to know.' By filing a complaint, the complainant authorizes the District to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint. Complaints will be reviewed in a timely manner. You will receive an 'Acknowledgment Letter' and 'Letter of Findings' by email and U.S. mail.

*Note: Retaliation for filing 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 the Title IX Compliance Office.*

**PLEASE SUBMIT THIS SIGNED COMPLAINT FORM TO:**

**District Civil Rights & Compliance Office  
Berkeley Unified School District  
2020 Bonar Street, Room 117, Berkeley, CA 94702  
Email: [complaints@berkeley.net](mailto:complaints@berkeley.net)  
Phone: (510) 486-9338**

