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April 26, 2005

To: Schools Legal Service Clients

From: Patricia T. Castle, Counsel

Re: Uniform Complaint Procedures Checklist

Attached for your information is a copy of the Uniform Complaint Procedures Checklist for 2004-2005 used by the California Department of Education in conducting compliance reviews. You should review your local discrimination policies and procedures to assure that they contain the information indicated on the checklist, and update them if they do not. The CSBA policies and procedures contain excellent language to assist you.

Please note that you are likely to be found in noncompliance if your Uniform Complaint Procedure does not contain appropriate language concerning civil remedies available to complainants alleging discrimination. CDE has provided sample language on this topic, which can be found at the bottom of UPC 2 checklist of the attachment, and should be included in discrimination complaint procedures for both students and employees, including those pertaining to sexual harassment.

PTC:cp  
Attachments