

Date Received:	_____
30 Days from Date Received:	_____
45 Days from Date Received:	_____

**MONROVIA UNIFIED SCHOOL DISTRICT**  
**WILLIAMS Uniform Complaint Form**

Complaints must be submitted to the School Principal. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate that a response is requested and provide contact information.

**I. Contact information**     I request a response.     I DO NOT request a response.  
Please send response to:

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work or Cell Phone _____

**II. Complaint**

School Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_

**Subject of the complaint.** Please describe in the spaces provided below the details of the complaint. Additional sheets may be attached.

**a. Textbooks and instructional materials (Instructional Services)**

\_\_\_\_\_  
\_\_\_\_\_

**b. Teacher vacancy or misassignment (Human Resources)**

\_\_\_\_\_  
\_\_\_\_\_

**c. Facility conditions (Business Services)**

\_\_\_\_\_  
\_\_\_\_\_

**Distribution:** (School office use only.)

- The original complaint must be forwarded the date in which it was filed to the appropriate department for resolution. Please check the appropriate department:  
 Instructional Services     Human Resources     Business Services     Site Resolution
- Send a copy of the original complaint to Human Resources the date it was filed.
- When the complaint is resolved, forward copy of Resolution Report Form to the Uniform Complaint Officer in Human Resources.

The Monrovia Unified School District's *Williams* Uniform Complaint procedure is intended to address all of the following:

### **INSTRUCTIONAL MATERIALS**

A complaint related to instructional materials as follows:

- (A) A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional material to use in class.
- (B) A pupil does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
- (C) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

### **TEACHER VACANCY OR MISASSIGNMENT**

A complaint related to teacher vacancy or misassignment as follows:

- (A) A semester begins and a certificated teacher is not assigned to teach the class.
- (B) A teacher who lacks credentials or training to teach English learners.
- (C) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

### **FACILITY CONDITIONS**

A complaint related to the condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff and any other emergency conditions the school district determines appropriate.

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## TIMELINES

Once a complaint has been filed, the Monrovia Unified School District *Williams* Uniform Complaint process will be followed:

- A copy of the complaint will be sent to the Uniform Complaint Officer in Human Resources the day it was filed.
- Once a complaint is received at a school or district site, the principal or designee will make all reasonable efforts to investigate any problem within his/her authority and resolve within 30 working days of filing date.
- Complaints filed beyond the authority of the school principal, must be forwarded to the appropriate district designee and resolved within 30 working days of the filing date.
- The principal or designee has 45 days from the initial filing date to report the resolution in writing to the complainant, if a response was requested.
- A copy of the Resolution Report form will be sent to the Uniform Complaint Officer in Human Resources.