

**TITLE:** Uniform Complaint Procedures (UCP)  
**NUMBER:** BUL-5159.13  
**ISSUER:** Devora Navera Reed, General Counsel  
Office of the General Counsel  
**DATE:** July 1, 2024

**ROUTING**  
All Employees

**POLICY:** The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations, including but not limited to allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group or noncompliance with laws relating to all programs and activities implemented by the District that are subject to UCP as cited within this policy. The District shall seek to resolve those complaints of noncompliance pursuant to procedures in §§4600-4694 of Title 5 of the California Code of Regulations (CCR) and the District’s Governing Board policies and procedures under the UCP, including allegations of retaliation for participation in the UCP process and/or to appeal District decisions regarding such complaints.

UCP notice brochures are available at all schools and on the District’s website in the school community’s primary languages. Written notice regarding UCP must be disseminated annually to staff, students, parents/guardians, appropriate private school officials or representatives, District/school advisory committees, and other interested school parties. Distribution may be in any form that will reach the school community. A copy of the UCP policy and procedures shall be available free of charge. Complainants are encouraged, where possible, to try to resolve complaints directly at the school, work site, or with their Region.

**MAJOR CHANGES:** This Bulletin replaces BUL-5159.12, Uniform Complaint Procedures (UCP), issued August 28, 2023, by the Office of the General Counsel. As required by the California Department of Education (CDE), updates to this bulletin also include the contact information of the UCP Compliance Officer in the Charter Schools Division.

**GUIDELINES:****I. BACKGROUND**

On February 10, 2015, the District Board of Education ratified a delegation of its authority to approve the District's UCP policy and procedures to the District's Superintendent of Schools to remain in force until the delegation is rescinded.

A UCP complaint is a written, signed statement (e.g., written, typed, or electronically generated) by any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, alleging federal or state laws or regulations violations for matters addressed in Education Code (EC) §33315(a)(1) and applicable future matters the Legislature identifies, including unlawful discrimination, harassment, intimidation or bullying against any protected group, and must be filed under UCP per 5 CCR §§4600-4694.

Protected groups from unlawful discrimination, harassment, intimidation or bullying are identified in Education Code §§200, 220, and Government Code §11135, including any actual or perceived characteristics set forth in Penal Code §422.55, to include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, immigration status, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity the District conducts, which is funded directly by, to which it provides significant assistance, or that receives or benefits from any state financial assistance or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment.

Schools with at least one lactating pupil on campus must provide reasonable accommodations to a lactating pupil on campus to express breast milk, breastfeed an infant, or address other breastfeeding-related needs. The law prohibits the lactating pupil from incurring an academic penalty because of her use during the school day of reasonable accommodations. It affords that she shall be provided the opportunity to make up any work missed due to such use. Further, pregnant and parenting pupils are entitled to accommodations that provide them with

the opportunity to succeed academically while protecting their health and the health of their children, such as eight weeks or more of parental leave to care for or bond with the infant, excused absences for the care of a sick child, opportunities to return to the course of study enrolled in before they leave, making up missed work, enrolling for a fifth year, accessing alternative education options, and not incurring an academic penalty. A complaint of noncompliance with the requirements of Education Code §222 may be filed under UCP. A remedy shall be provided to the affected pupil if merit is found in such a complaint.

A pupil enrolled in a school in the District shall not be required to pay a pupil fee for supplies, materials, and equipment needed for participation in an educational activity unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. Pupil fees are fees charged to a pupil as a condition for registering for school or classes or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit; a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A fee waiver shall not make a pupil fee permissible. Schools shall not establish a two-tier educational system by requiring a minimal educational standard and offering a second, higher one that pupils may only obtain through payment of a fee or additional supplies that the school does not provide. Schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or parents/guardians and shall not remove credits or privileges related to educational activities or otherwise discriminate against a pupil or parents/guardians who do not provide money or donations; voluntary donations can be solicited. A complaint of noncompliance should be filed with the school principal, the District Superintendent, or the designee. A complainant not satisfied with the school's decision may appeal the decision to the UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the complainant's request. A pupil fee complaint may be filed anonymously if the complaint provides

evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees (§§49010 to 49013). The complaint shall be filed no later than one year after the alleged violation. If merit is found in a pupil fee complaint, the school shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the State board. The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents/guardians who paid a pupil fee within one year before the filing of the complaint.

Existing law requires the adopted course of study for grades 1 to 6 inclusive, including instruction in specified areas of study, including physical education for a total period of not less than 200 minutes each ten school days, exclusive of recesses and lunch. Instruction in physical education in an elementary school maintaining any of grades 1 to 8, inclusive, shall be for a total period of not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. A complaint that the District has not complied with instructional minute requirements of the physical education adopted course of study for pupils in those grades may be filed under UCP. If merit is found in such a complaint, a remedy shall be provided to all affected pupils, parents, and/or guardians.

Education Codes §§48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2, which address and provide for standardized notice of educational rights and complaint processes for pupils in foster care, homeless, former juvenile court pupils now enrolled in a school district, pupils in military families, migratory pupils and pupils participating in newcomer programs to immediate enrollment, remaining in the school of origin, being enrolled in their local comprehensive school, obtaining partial credits, graduating with the State's minimum requirements, and access to academic resources, services, and extracurricular activities, have been amended to allow that a complaint of noncompliance with the requirements of the sections may be filed under the UCP. A remedy shall be provided to the affected pupil if merit is found in such a complaint.

The District prohibits assigning pupils in grades 9-12 to courses without educational content. A complaint of noncompliance with the requirements (§§51228.1, 51228.2) may be filed under the UCP. A remedy shall be provided to the affected pupil if the complaint has merit.

A complaint that a district has not complied with the requirements of the LCAP may also be filed using UCP (§52075). An LCAP complaint may

be filed anonymously if it provides evidence/information leading to evidence to support an allegation of noncompliance. If merit is found in an LCAP complaint, a remedy shall be provided to all affected pupils, parents, and/or guardians. LCAP requirements are found in §§52060-52076.

## II. UNIFORM COMPLAINT PROCEDURES PROCESS JURISDICTION

### A. List of All Federal and State Programs Under Jurisdiction of the UCP Process (§33315):

- Adult education (§§8500-8538, 52334.7, 52500-52617)
- After school education and safety (§§8482-8484.65)
- Agricultural career technical education (§§52460-52462)
- Compensatory education (§54400)
- Consolidated categorical aid programs [34 CFR §§299.10-12, §64000(a)]
- Migrant education (§§54440-54445)
- Career technical and technical education and career technical and technical training programs (§§52300-52462)
- Childcare and development programs (§§ 8200-8498)
- Every Student Succeeds Act (20 United States Code §6301 et seq.; EC §52059)
- Discrimination, harassment, intimidation, or bullying of protected groups identified under §§200 and 220 and §11135 of the Government Code, including any actual or perceived characteristic as set forth in §422.55 of the Penal Code, or on the basis of a person's association with

a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in §210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. (related to employee-to-student, student-to-student, student-to-employee, third party to student, employee-to-third party)

- Accommodations for pregnant and parenting pupils, including reasonable accommodations for lactating pupils (§§46015, 222)
- Educational and graduation rights of foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, pupils from military families, newcomers, and migratory education students) (§§48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- Pupil Fees (§§49010-49013)
- Courses periods without educational content (§§51228.1-51228.3)
- Physical education instructional minutes (§51223)
- Local control and accountability plans (LCAP) (§52075)
- Regional occupational centers and programs (§§52300-52334.7)
- School plans for student achievement (§64001)
- School site councils (§65000)
- School safety plans (§§32280-32289)
- State preschools (§§8235-8239.1)
- Deficiencies related to preschool health and safety issues for a California state preschool program exempt from licensing (5 CCR §1596.7925, EC §8235.5); per public notices posted for applicable classrooms
- Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

B. Complaints Not Under Jurisdiction of the UCP Process:

- Allegations of employment/work, employee-to-employee and/or student-to-employee discrimination, harassment,

intimidation, and/or bullying of protected groups may be referred to the District's Equal Opportunity Section at (213) 241-7685 and to the State Department of Fair Employment and Housing.

- Allegations of suspected child abuse shall be referred to Child Protective Services (Los Angeles County Department of Children and Family Services or an appropriate city or county law enforcement agency, as applicable).
- Allegations of fraud may be referred to the District's Office of the Inspector General at (213) 241-7700.
- Personnel action complaints may be referred to the responsible administrator in the District.
- Child nutrition programs are addressed under federal provisions pursuant to 7 Code of Federal Regulations (CFR) §§210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d). Other provisions governing complaints relative to child nutrition programs are found in the CCR §§15580 through 15584, which allow for a District investigation, an appeal of the District's investigation report to CDE, and for direct intervention by CDE in some instances (e.g., meal counting and claiming, reimbursable meals, eligibility of child/adult or use of cafeteria funds and allowable expenses). For assistance with child nutrition complaints, the District's Food Services division can provide more information at (213) 241-2993.
- Special education programs are addressed under federal provisions pursuant to 34 CFR §§300.151 through 300.153. Other relevant provisions are found in CCR §§3200 through 3205.
- Health and safety complaints regarding licensed facilities operating a Child Development Program may be referred to the Department of Social Services. For license-exempt

state preschool facilities, refer to BUL-101702, Complaint Procedures Regarding State Preschool Health and Safety Issues. The District's Early Childhood Education Division can provide more information at (213) 241-0415.

- Bullying complaints not based on protected classes may be referred to the school's Title IX/Bullying Complaint Manager, Principal/Designee, Region Administrator of Operations, or the complaint process regarding implementing the School Discipline Policy and School Climate Bill of Rights, which can be accessed by contacting the respective Region Office.
- Complaints involving classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (Bagley-Keen Open Meeting Act, Brown Act, Greene Act), student promotion and retention, student discipline, student records, and other general education requirements may be referred to the appropriate Principal/Designee, Administrator of Operations or responsible administrator in the division/branch/department/unit/Region
- Complaints involving instructional materials, emergency or urgent facilities conditions that threaten pupils' or staff's health or safety, and teacher vacancies and misassignments are addressed pursuant to §§4680 through 4687. Refer to BUL-4759, Williams Complaint Procedures, for more information.

### III. RELATED DEFINITIONS

Title 5, California Code of Regulations, provides the following definitions:

- A. Appeal: A request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or reinvestigation of the lower adjudicating body's decision.



- B. Complainant: Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging a violation of federal or state laws or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.
- C. Complaint: A written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of discrimination, harassment, intimidation, and/or bullying. Complaints may be filed anonymously. Notwithstanding 5 CCR §4600(d), a complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative. If the complainant is unable to put the complaint in writing due to conditions such as disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint. A complainant is not required to use the UCP complaint form.
- D. Complaint Investigation: Administrative process used by the District or the CDE for gathering data regarding the complaint.
- E. Complaint Procedure: An internal process by the CDE or the District to process and resolve complaints.
- F. Days: Calendar days unless designated otherwise.
- G. Mediation: A local problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

#### IV. NOTIFICATION – DISSEMINATION

- A. Employees  
Provide the UCP policy to all District employees annually at the beginning of each school year.
- B. Students  
The District's formal complaint procedures are provided in the UCP notice brochure and in the Parent Student Handbook, which all

schools must distribute annually to every student upon initial enrollment in any District school and at the beginning of each subsequent school year.

C. Parents/Guardians

The District's UCP brochure and Parent Student Handbook are used to provide parents/guardians notice of the District's formal complaint procedures.

D. District/School Advisory Committees, Appropriate Private School Officials or Representatives - Other Interested Parties

The UCP notice brochure is used to provide the required annual distribution of information regarding the District's formal complaint procedures to District/School Advisory Committees, appropriate private school officials or representatives, as well as other interested parties.

V. CONFIDENTIALITY AND NON-RETALIATION

Complaints shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those who need to know within the confines of the District's reporting procedures and investigative process.

The District prohibits retaliation in any form for filing a complaint or appeal, reporting instances of noncompliance, discrimination, harassment, intimidation, or bullying, or for participation in the complaint filing or investigation process. Complainants are protected from retaliation. These confidentiality and non-retaliation requirements extend to all parties involved.

VI. FORMAL COMPLAINT PROCEDURES

A. Complaint Filing

1. Any individual, including a person's duly authorized representative, public agency, or organization, may file a written complaint alleging a matter which, if true, would constitute a violation by the District of federal or state laws or regulations governing the

programs and activities as well as allegations of unlawful discrimination, harassment, intimidation or bullying identified as jurisdiction under this policy.

2. Any complainant has the right to file a written complaint of unlawful discrimination, harassment, intimidation, or bullying within six months from the date the alleged incident occurred or the complainant first obtained knowledge/facts of the alleged incident unless the time for filing is extended by the District Superintendent or designee upon written request by the complainant setting forth the reasons, but not to exceed 90 more days. Otherwise, complaints shall be filed no later than one year from the date the alleged violation occurred. For LCAP, the date of the alleged violation is when the reviewing authority approves the LCAP or annual update that the District adopted.
3. A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance, including in pupil fees and LCAP complaints.
4. Complainants making a verbal complaint shall be referred to an administrator/designee who will assist any person with a disability or otherwise unable to prepare a written complaint.
5. The complainant will submit a written and signed complaint to:

Binh Nguyen, Director  
Los Angeles Unified School District  
Office of Student Civil Rights  
333 South Beaudry Avenue - 18th Floor  
Los Angeles, California 90017  
Facsimile: (213) 241-3312  
[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)

This individual/office shall be considered the District's representative for receiving and coordinating investigation responses to complaints and correspondence related to this policy and ensuring the District's compliance.

The District ensures that the office administrator/designee assigned to investigate complaints knows the laws/programs assigned to be investigated and is responsible for compliance. In addition, those responsible for providing a written report are trained in the UCP investigative process and know federal and state laws/regulations about UCP.

6. The District shall include an opportunity for the complainant, the complainant's duly authorized representative, or both to present the complaint(s) and evidence or information leading to evidence to support the allegations of noncompliance with state and federal laws and/or regulations. Refusal by the complainant to provide the investigator with documents or other evidence related to the complaint allegations, or to otherwise fail or refuse to cooperate in the investigation or engage in any obstruction of the investigation, may result in dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the District to provide the investigator with access to records and/or other information related to the complaint allegation or to otherwise fail or refuse to cooperate in the investigation or engage in any obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

B. Complaint Receipt

The District administrator/designee shall:

1. Acknowledge receipt of the complaint and review it to determine whether it meets the criteria for filing under the procedures or falls within exceptions listed as jurisdiction under this policy.
2. Inform the complainant of the District policy and appeal procedures when a complaint may be filed directly with the State Superintendent of Public Instruction or another appropriate state or federal agency.

3. Determine whether the complainant and District representative will participate in mediation to resolve the complaint before formal investigation. If the complainant agrees to mediation, the complainant must be informed that mediation may be terminated at any time, and then the complaint may proceed directly to an investigation. Mediation may not extend the timeline for investigation and resolution of the complaint unless the complainant agrees in writing to the extension. Upon reaching a resolution or a remedy that satisfies the complainant, the District will present the complainant with an opportunity to withdraw or proceed with the formal complaint investigation.
4. Determine whether a discrimination, harassment, intimidation, or bullying complaint of a protected group has been filed within six months from the date the alleged incident occurred or the date the complainant first obtained knowledge of the facts of the alleged incident. The confidentiality of such complaints will be observed to the maximum extent possible.
5. Deny the discrimination, harassment, intimidation, or bullying complaint if it has not been filed timely and notify the complainant of the right to appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.
6. Refer the complaint for investigation to the appropriate District office. \*
7. Ensure that within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated, and a written report of findings is issued to the complainant. The investigative report must contain the allegations, investigation method, policy, findings of fact based on evidence gathered, conclusions providing a clear determination as to each allegation as to whether the District is in compliance with the relevant law, notice of the complainant's right and procedures to appeal the investigation report to the CDE, and corrective actions if there is merit to the complaint.
8. Obtain an extension of time by written agreement of the complainant if appropriate to conduct the investigation.

9. \*As required by the CDE's Integrated Student Support and Program Office (ISSPO), when an independent charter school is no longer in operation, the UCP complaint will be addressed by the current Administrative Coordinator, who will serve as the Compliance Officer in the Charter Schools Division. The contact information for the Charter Schools Division Compliance Officer is:

Administrative Coordinator  
Charter Schools Division  
333 S. Beaudry Avenue, 20th Floor  
Los Angeles, CA 90017  
(213) 241-0399

B. Complaint Timeline

1. Each complaint shall be resolved, and a written report of investigative findings will be issued within 60 calendar days of receipt of the written complaint unless the complainant agrees in writing to an extension of time.
2. If the complainant agrees to mediation, it may not result in an extension of the investigation timeline and complaint resolution unless the complainant agrees in writing to the extension.

D. Complaint Investigation

An appropriate District office shall investigate complaints in accordance with District UCP policies and procedures. The office shall:

1. Adhere to a 60-day timeline to request additional information from the complainant as necessary, conduct the investigation, and prepare the final written investigation report.
2. Provide an opportunity for the complainant or complainant's duly authorized representative and District's representative to present relevant information during the mediation or investigative process. The complainant's refusal to provide the investigator with evidence related to the complaint allegations, to otherwise fail or refuse to cooperate, or engage in obstruction of the investigation may result in the complaint's dismissal due to lack of evidence to support the allegations.

3. Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
4. Review documents that may provide information relevant to the allegation. Request clarification on specific complaint issues from District offices when necessary.
5. Have access to pertinent District records and information. District staff who refuse or fail to cooperate in, or engage in obstruction of the investigation, may cause a finding based on evidence collected that a violation occurred, which may result in a remedy in the complainant's favor.
6. Prepare an investigation report (in English and the complainant's language), which contains the following elements:
  - a. Findings of fact based on evidence gathered
  - b. Conclusions providing a clear determination as to each allegation as to whether the District is in compliance with the relevant law
  - c. Corrective actions consistent with law, if any warranted
  - d. Notice of and procedures for initiating the complainant's right to appeal the District's investigation report to the CDE if applicable

E. Complaint Response

1. The Office of Student Civil Rights Administrative Coordinator will coordinate the final provision of the closing letter and investigation report to the complainant and appropriate administrators/designees.
2. The letter assures the District will not tolerate retaliation against the complainant for opposing District actions, reporting, or threatening to report such actions or for the complainant's participation in an investigation of District actions.
3. The letter provides the complainant with notice of the right to appeal the District's investigation report.

VII. APPEALS

A. Appeals of Region or District Investigation Reports Regarding Allegations of Discrimination, Harassment, Intimidation or Bullying of Protected Groups

1. Appeals of Region decisions/findings involving allegations of discrimination, harassment, intimidation, or bullying of protected groups may be filed in writing within 15 days to:

Binh Nguyen, Director  
Office of Student Civil Rights  
Los Angeles Unified School District  
333 South Beaudry Avenue - 18th Floor  
Los Angeles, California 90017  
Facsimile: (213) 241-3312  
[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)

- a. The complainant shall specify reasons for appealing and include a copy of the Region decision. The Region will provide the Office of Student Civil Rights with access to records/information related to the complaint allegation and information obtained from the Region's investigation. A final written letter of findings will be provided to the complainant with the appeal's disposition and rationale.
2. Otherwise, appeals of District investigation reports regarding specific programs and activities subject to UCP, pupil fees, and the LCAP may be appealed to the CDE by filing a written appeal within 30 calendar days of the District's investigation report. The written appeal should fully explain the basis for appealing the investigation report (the District did not follow its complaint procedures, the District lacked material findings of fact necessary to reach a conclusion of law, the material findings of fact in the report are not supported by substantial evidence, the legal conclusion is inconsistent with the law, and/or in the case where the District found noncompliance, the corrective actions fail to provide a proper remedy), and include a copy of the original locally filed complaint and the District's investigation report. A written appeal decision and any corrective actions will be made



available within 60 days of the CDE's receipt of the appeal unless extended by written agreement with the complainant or the department documents exceptional circumstances and informs the complainant. Notice of any additional appeal options will be provided. For additional information, visit the CDE's UCP web page at <http://www.cde.ca.gov/re/cp/uc>. The appeal may be sent to:

California Department of Education  
1430 N Street  
Sacramento, CA 95814

#### VIII. CIVIL REMEDIES

Pursuant to Education Code §262.3, complainants who have filed a UCP complaint are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available under California or federal discrimination, harassment, intimidation, or bullying laws if applicable.

**AUTHORITY:** This is the policy of the District Superintendent of Schools. The following legal standard is applied in this policy:

California Code of Regulations, Title 5, §§4600 - 4694

**ASSISTANCE:** For further information or assistance:

Office of Student Civil Rights; 213-241-7682; <https://www.lausd.org/OSCR>  
Binh Nguyen, Director/District Title IX Coordinator/Section 504 Coordinator

Complaints regarding instructional materials, emergency or urgent facilities conditions that threaten pupils' health and safety, and teacher vacancies or misassignment are addressed in the District Bulletin, BUL-4759, Williams Complaint Procedures. Complaints regarding license-exempt state preschool health and safety issues are discussed in BUL-101702, Complaint Procedures Regarding State Preschool Health and Safety Issues.

**ATTACHMENTS:** Attachment A – UCP Complaint Form – English  
Attachment B – UCP Complaint Form – Spanish  
Attachment C – UCP Notice Brochure – English  
Attachment D – UCP Notice Brochure – Spanish

Translations of the above documents are also available in various languages. To obtain these translations, please contact the Office of Student Civil Rights at (213) 241-7682 or access them at <https://www.lausd.org/OSCR>.