



MARIN COUNTY

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SUPERINTENDENT OF SCHOOLS

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MEMORANDUM

To: District Superintendents

From: Mary Jane Burke

Re: **Williams Uniform Complaint Reporting**

Education Code 35186, as amended by AB 2727, requires school districts to report summarized data regarding complaints as detailed below.

The superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board Meeting.

Uniform Complaint Reports are to be completed and sent to my attention four times each year. The due dates are as follows:

<u>Quarter Ends</u>	<u>Report Due</u>
March 31, 2008	April 20, 2008
June 30, 2008	July 20, 2008
September 30, 2008	October 20, 2008
December 31, 2008	January 20, 2009

All complaints filed must be listed on the report, and copies of the written complaints must be attached to the report. A sample reporting form is attached.