

**San Diego County Office of Education
Williams Settlement Legislation
Sample Classroom Uniform Complaint Notice**

**ATTENTION PARENTS, GUARDIANS,
TEACHERS and STUDENTS**

**IMPORTANT INFORMATION ABOUT
INSTRUCTIONAL MATERIALS, SCHOOL FACILITIES
AND TEACHER ASSIGNMENTS**

State law requires the following:

1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

If you do not think these requirements are being met, you can obtain a Uniform Complaint Form at the following location: Administration Office

Education Code Section 35186(f)

Notice is also available at www.sdcoe.net/williams in English and Spanish

**Williams Settlement Legislation
Uniform Complaint Form
Sweetwater School District
BONITA VISTA HIGH SCHOOL**

School Name

Name (optional, but required if response is requested)

Date Submitted

Subject of Complaint:

- Sufficiency of instructional materials, condition of facility, teacher vacancy or mis-assignment. (File complaint at school site.)
- Other (File complaint at _____ office.)

Please describe the complaint in detail. Attach additional sheets if necessary.

I request a response. Direct response to:

Name

Address

City State Zip Code

Phone

Signature of Claimant

Please submit to Principal's secretary and ask for a copy. If so requested, you will receive a response within 30 days.