

Distribution of the Uniform Complaint Procedures (UCP) Annual Notice 2019-2020

Provided by the California Department of Education
Categorical Programs Complaints Management Office
1430 N Street, Suite 6308, Sacramento, CA 95814-5901
916-319-0929

September 2019

Crete Academy
6103 Crenshaw Blvd
Los Angeles, CA 90043
323-791-1600

Local Education Agency (LEA) Instructions

For Completion of BOTH an On-site and Online FPM Review of UCP 2

During the upload period, post your LEA's UCP Annual Notice in the UCP 2 section of the CMT.

Upload this form to substantiate the distribution of the annual notice to required stakeholders at the beginning of the current school year.

If both the annual notice and the form verifying distribution meet requirements, the UCP 2 review will be complete.

If the LEA has not uploaded the annual notice with all language and components of required elements and has not uploaded this completed form into CMT prior to the deadline for uploading documents for this review, the item will be incomplete and may result in a finding.

For technical assistance to resolve these findings, please contact the CPCM Office after the FPM review.

UCP 2 ONLINE AND ON-SITE FEDERAL PROGRAMS MONITORING (FPM) REVIEW

TO: California Department of Education (CDE), Categorical Programs Complaints Management (CPCM) office

SUBJECT: The annual written notification to our stakeholders of our governing-board's approved Uniform Complaint Procedures (UCP) process.

- I certify that our LEA's written 2019— 2020 UCP Annual Notice:

Distribution of the Uniform Complaint Procedures (UCP) Annual Notice 2018-2019

- is in English and in any primary languages, pursuant to California *Education Code* Section 48985.
- was provided to our agency's stakeholders (students, employees, parents or guardians of its students, district advisory committees, school advisory committees, appropriate private school officials or representatives, and other interested parties). If posted on our Web site, the UCP Annual Notice was distributed with access thereof in a tangible format.
- Students were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].
- Employees were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].
- Parents or guardians of our students were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].
- The district advisory committees (including DAC, DELAC, LCAP) was provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].
- School advisory committees (including ELAC, SSC) were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].
- Appropriate private school officials or representatives were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [Insert Date]. (na)
- Other interested parties were provided the 2019—2020 UCP Annual Notice via [circle one] flyer, article, memo, insert, brochure, pamphlet, other on [9/17].

[If a stakeholder group was not provided a UCP Annual Notice, please enter a comment in CMT to explain, e.g. no other School advisory group present, no private school programs in our LEA, no other party expressed interest at this time.]

[After completing the above information, please upload this document in the UCP 2 section 'UCP: Uniform Complaint Procedures (UCP) Annual Notice Form for UCP 2' on the California Department of Education Monitoring Tool (CMT) before your agency's scheduled Federal Programs Monitoring (FPM) review. Thank you.]