June 23, 2025

## **Los Angeles Unified School District** WILLIAMS COMPLAINT TRACKING SYSTEM Other ways of filing Principal forwards complaints: called in, ecomplaints to the Office mailed, faxed directly to of Student Civil Rights the Office of Student Civil Rights Completed Complaint Form Complaint Reviewed by the Office of Student Civil Rights Appropriate Division Other complaints not under Valid complaints will be Williams will be logged and logged in and depending on forwarded to: subject will be distributed to Copy to Principal Human Instructional Facilities Resources Media/Textbooks The Office of Student Civil Rights will track the status. Information re: a remedy to be forwarded If there is no contact information, a back to the Office of Student Civil Rights within response will be forwarded to: 30 days. The Office of Student Civil Rights 1. Principal response to the Complainant, if requested. 2. Region Superintendent or (within 45 working days) Administrator of Operations or Director 3. Williams Contact Personnel 1. Complainant 2. Principal 3. Region Superintendent or Administrator of Operations or Director 4. Williams Contact Personnel Quarterly report to the Board of Education and the County Superintendent of Schools

BUL- 4759.7 - Office of the General Counsel