

California Department of Education

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

July 2019

San Joaquin County Office of Education

2922 Transworld Dr

Stockton, CA 95206

(209) 468-4800

Local Education Agency (LEA) Instructions

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

During the upload period, certify your agency's UCP Annual Notice that was directly distributed to your 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) in the UCP 2 section of the California Department of Education Monitoring Tool (CMT).

Certify this page 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 page verifying distribution meet requirements, the UCP 2 review will be complete.

If the LEA has not uploaded and certified the annual notice that was directly distributed to the agency's stakeholders with all language and components of required elements and has not certified this completed distribution page 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.

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

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

- Is in English and in any primary languages, pursuant to California *Education Code* Section 48985.
- Was directly 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 directly distributed with access thereof in a tangible format.

- Students handbooks are provided at weekly enrollment meetings to all students and parents. The updated UCP Annual Notice will be provided at all enrollments moving forward. For families currently enrolled, the notices are being provided via electronic means.
- Employees were provided the 2019—2020 UCP Annual Notice via a postcard in July 2019. The link to the Annual Notice is the same as was provided in July. Additionally,
- Parents or guardians of our students will be provided the 2019—2020 UCP Annual Notice via Student Handbook upon enrollment of their student.
- The district advisory committees (such as DAC, DELAC, LCAP) were provided the 2019—2020 UCP Annual Notice via postcard for employees and Student Handbook for parents/students. The links provided have not changed.
- School advisory committees (such as ELAC, SSC) were provided the 2019—2020 UCP Annual Notice via postcard for employees and Student Handbook for parents/students. The links have not changed.
- Other interested parties were provided the 2019—2020 UCP Annual Notice via the San Joaquin County Office of Education website.
- The website has been updated with the updated policies.