

# Palm Springs USD

## Exhibit

### Uniform Complaint Procedures

E 1312.3

### Community Relations

Uniform Complaint Policy Complaint Form

Complaints shall be filed with:

Assistant Superintendent  
Educational Services  
Palm Springs Unified School District  
150 District Center Drive  
Palm Springs, CA 92264  
(760) 883-2703

Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Name: \_\_\_\_\_  
If a PSUSD Employee, School/Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_  
Cell or Home Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

1. Identify the offending person or persons (if known).

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2. State what happened to cause the complaint. Be specific and include the school or location of the issue. (If more space is required, please attach additional pages.)

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3. What remedy are you seeking?

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4. Describe the informal efforts you made to correct the situation.

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\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

TO BE COMPLETED BY COMPLIANCE OFFICER(S)

\_\_\_\_\_  
Date Received

By

\_\_\_\_\_  
Uniform Complaint Policy Complaint Form #

\_\_\_\_\_  
Reference Code

\_\_\_\_\_  
Date Resolved

By

PLEASE SEE DISTRICT MATERIAL IN THE DISTRICT OFFICE  
FOR THE SPANISH VERSION OF EXHIBIT 1312.3

Exhibit PALM SPRINGS UNIFIED SCHOOL DISTRICT

version: May 13, 2003 Palm Springs, California

revised: November 28, 2006

revised: July 26, 2011

revised: January 12, 2021