

2018-2019

ALTA VISTA ELEMENTARY SCHOOL DISTRICT

Name of Agency

2293 E. Crabtree, Porterville, CA 93257

Address

559-782-5700

Phone number

Distribution of the Uniform Complaint Procedures (UCP) Annual Notice

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.

Please check the square and complete the following information:

- Our agency's written 2018-2019 UCP Annual Notice is in English and in a primary language, pursuant to Education Code section 48985.
- Our agency's written 2018-2019 UCP Annual Notice was provided in a tangible format to our agency's stakeholders (students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties):

Stakeholder	How Notice was Provided <small>(as a flyer, article, memo, insert, brochure, pamphlet, etc)</small>	Date Notice was Provided
Parents		
Students		
School advisory		
District advisory		
Employees		
Appropriate private school officials		
Other interested parties		

After completing the above information, please upload this document in the UCP 2 section on the California Department of Education Monitoring Tool (CMT) before your agency's scheduled Federal Programs Monitoring (FPM) review. Thank you.

2018-2019

**Agency Instructions for Completion of both
an On-site and Online FPM Review of UCP 2**

During the upload period, post your agency's UCP Annual Notice in the UCP 2 section on 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 agency 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.