

Lincoln Leadership Academy Charter School

Rights Civil Rights Complaint Log

Procedure:

Your Name: _____

Title: _____

Date: _____

This Log shall be used to document, regardless if the complainant wishes to file at the Federal level, as much information as possible from complainant, to include, but not limited to, the following:

- Date Complaint Received:
- Complainant's Name:
- Complainant's Address:
- Complainant's Telephone Number:
- Complainant's Email Address:
- Allegation of Discrimination/Issue (i.e. FNS program involved, protected class(es) involved, etc.)
- Date of Alleged Discriminatory Action:
- Outcome: Resolved? Yes, No? If yes, Date resolved:
- If no, provide parent (complainant) with USDA complaint procedure and copies of the complaint templates in English and Spanish.
- The Extra step: If needed, use AI technology to translate into other languages.
- Provide Log copy to COO/Designee and Superintendent