

## **How to File a Formal Complaint with the Office for Civil Rights**

You may file a complaint with the Office for Civil Rights (OCR) in San Francisco at the address shown below. An OCR complaint must be filed in writing within 180 days after the violation has occurred. In certain cases, OCR will consider complaints where more than 180 days have elapsed.

**U.S. Department of Education  
Office for Civil Rights  
Old Federal Building  
50 United Nations Plaza, Rm. 239  
San Francisco, CA 94102**

The OCR complaint can be in the form of a letter or the Discrimination Complaint Form available from the regional OCR office. For Morgan Hill, the regional office is located in San Francisco at the address shown above.

### **Required Information**

A complaint should include the following information:

Your name and address (a telephone number where you may be reached during the business hours is helpful, but not required.)

A general description of the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required.)

The name' and location of the institution that committed the alleged discriminatory act(s)

A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

NOTE: A recipient may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding.