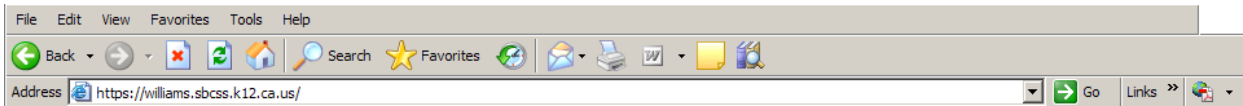


San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

1. Start your web browser and go to the SBCSS Online Williams System at:
<https://williams.sbcss.k12.ca.us>



2. Enter your user name and password provided to you in an email generated from the Williams System and click **Logon**. *Please note that upon initial logon you will be asked to create a new personalized password (minimum of 8 characters in length and must include at least one special non-alpha numeric character).*

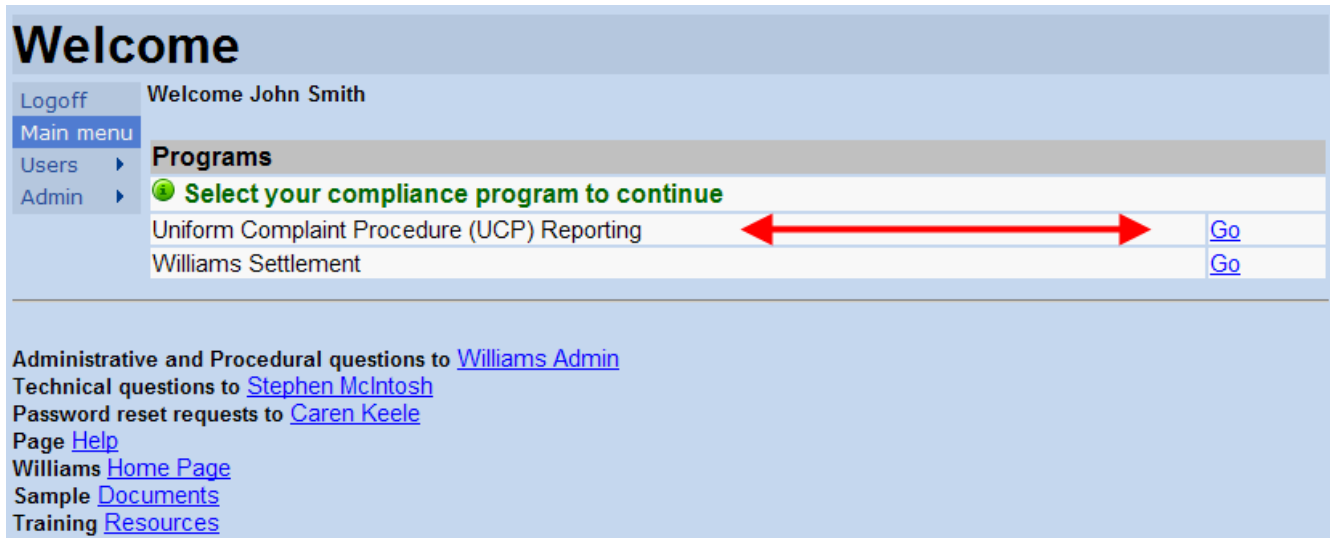
A screenshot of the SBCSS Williams Website login page. The page has a light blue background. At the top, the text "SBCSS Williams Website" is displayed in a large, bold, black font. Below this, there is a section titled "Logon Please logon to Williams" in a smaller blue box. Underneath, there are two input fields: "User Name" and "Password". Below the "Password" field is a "Logon" button. At the bottom of the section, there is a blue link that says "Recover Password".

3. If you have forgotten your password, click on the **Recover Password** link and input your email address. A new temporary password will be emailed to you directly.

A screenshot of the Password Recovery page. The page has a light blue background. At the top, the text "Password Recovery" is displayed in a large, bold, black font. Below this, there is a section titled "Logon" in a smaller blue box. Underneath, there is a line of text that says "To reset your password and have a new temporary password emailed to you please enter your email address below." Below this text, there is an "Email" label followed by an input field. To the right of the input field are two buttons: "Reset Password" and "Return to Logon".

San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

4. Only users with access to the Williams Settlement Program will see the screen shown below after login. If you do have access to both programs, select the *UCP Reporting Program* link by clicking on **Go**. *If you do not have access to the Williams Settlement Program you will go directly to Step 5.*



Welcome

Logoff Welcome John Smith

Main menu

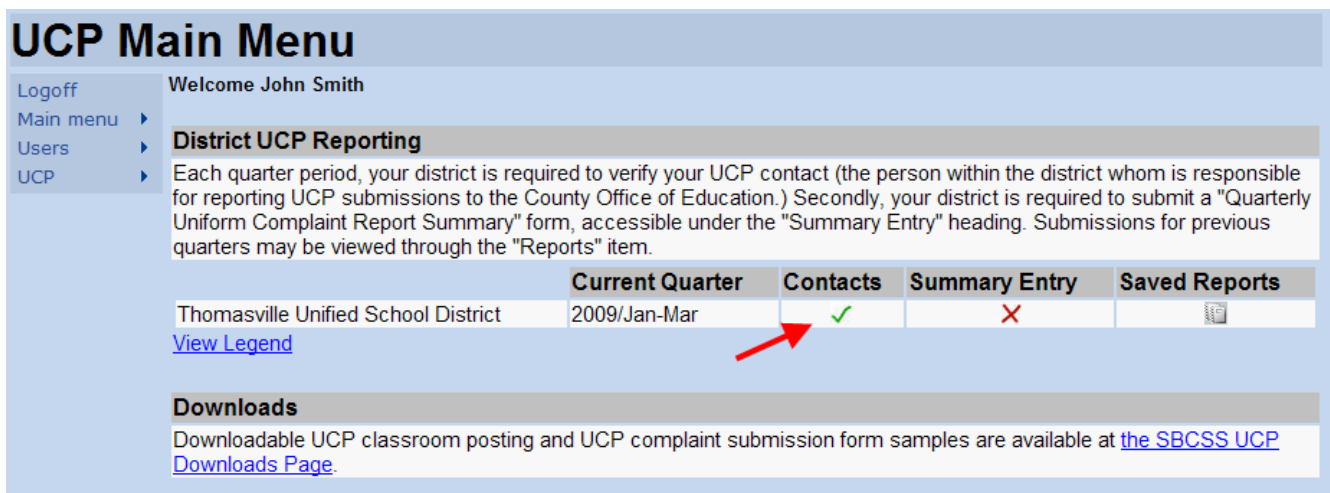
Users ▶ **Programs**

Admin ▶ **Select your compliance program to continue**

Uniform Complaint Procedure (UCP) Reporting	Go
Williams Settlement	Go

Administrative and Procedural questions to [Williams Admin](#)
Technical questions to [Stephen McIntosh](#)
Password reset requests to [Caren Keele](#)
Page [Help](#)
Williams [Home Page](#)
Sample [Documents](#)
Training [Resources](#)

5. Upon accessing the UCP Reporting Program you will see the tasks your district will need to complete. Click on the **Contacts** Section to verify and update the district's UCP contact.



UCP Main Menu

Logoff Welcome John Smith

Main menu ▶

Users ▶ **District UCP Reporting**

UCP ▶ Each quarter period, your district is required to verify your UCP contact (the person within the district whom is responsible for reporting UCP submissions to the County Office of Education.) Secondly, your district is required to submit a "Quarterly Uniform Complaint Report Summary" form, accessible under the "Summary Entry" heading. Submissions for previous quarters may be viewed through the "Reports" item.

	Current Quarter	Contacts	Summary Entry	Saved Reports
Thomasville Unified School District	2009/Jan-Mar	✓	✗	

[View Legend](#)

Downloads

Downloadable UCP classroom posting and UCP complaint submission form samples are available at [the SBCSS UCP Downloads Page](#).

San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

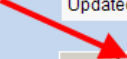
6. When completing or updating the UCP Contact information, ensure that all required fields identified by an asterisk (*) are completed. Next, click on **Save and Continue** to move on to the **Summary Entry** Section.

UCP Contact Verification and Submission

Logoff		Current Quarter	Contacts	Summary Entry	Saved Reports
Main menu ▶	Thomasville Unified School District	2009/Jan-Mar	○	×	📄
Users ▶	View Legend				
UCP ▶					

TUSD UCP Contact					
Prefix *	<input type="text" value="Mr."/>	First Name *	<input type="text" value="Tom"/>	Last Name *	<input type="text" value="Thomasville"/>
		Job Title *	<input type="text" value="Superintendent"/>	Email *	<input type="text" value="tthomasville@tusd.com"/>
		Phone 1 *	<input type="text" value="(877) 999-9999"/>	Phone 2	<input type="text"/>
		FAX	<input type="text"/>		

Updated 3/2/2009 1:04:08 PM by [John Smith](#)



San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

7. On the **Summary Entry** page you will first be required to verify the reporting period (or quarter) you are reporting for (1). Next, you will need to provide the date that this information was presented to the local governing board (2). Provide the total number or complaints “*received and resolved*” in the fields provided for each required area (3). The total number of *Unresolved Complaints* will automatically be calculated using the information you provide. When all information has been completed, click **Save** (4).

Uniform Complaint Procedure Reporting

	Current Quarter	Contacts	Summary Entry	Saved Reports
Thomasville Unified School District	2009/Jan-Mar	✓	○	📄

Logoff
Main menu ▶
Users ▶
UCP ▶

Quarterly Uniform Complaint Report Summary
For submission to school district governing board and County Office of Education

District: Thomasville Unified School District

Reporting Period (Quarter): 2009/January-March 1

Submission Due Date: 4/15/2009

Reporting Year: 2008/2009

Uniform Complaint Report Details

Submission Authority: Mr. Tom Thomasville [Change](#)

Date Presented to Local Governing Board: 4/03/09 2

Uniform Complaints for District

📌 Please fill in the following table. Enter '0' in any cell that does not apply.

UCP Areas	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	
Facilities	1 3	1	
Teacher Vacancy and Misassignments	0	0	
CAHSEE Intensive Instruction and Services	0	0	

Last Modified By: Unsubmitted

4

San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

8. You should now see a message near the top of your screen that says *Report submitted*. Under the *Uniform Complaints for District* heading you should also see your name identified as the person to last modify the report.

If you need to make any corrections or revisions to the information submitted, you may do so by revisiting the **Summary Entry** Section before the deadline date. After making any required changes, you will need to complete the Amendment Notes area near the bottom of the screen and then click **Save**.

Uniform Complaint Procedure Reporting

	Current Quarter	Contacts	Summary Entry	Saved Reports
Thomasville Unified School District	2009/Jan-Mar	✓	○	📄

[View Legend](#)

Report submitted

Quarterly Uniform Complaint Report Summary

For submission to school district governing board and County Office of Education

District: Thomasville Unified School District

Reporting Period (Quarter): 2009/January-March

Submission Due Date: **4/15/2009**

Reporting Year: 2008/2009

Uniform Complaint Report Details

Submission Authority: Mr. Tom Thomasville [Change](#)

Date Presented to Local Governing Board: 4/03/09

Uniform Complaints for District

Please fill in the following table. Enter '0' in any cell that does not apply.

UCP Areas	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	1	1	0
Teacher Vacancy and Misassignments	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0

Last Modified By: **John Smith, Assistant to the Superintendent**

Amendment Notes

Your UCP Report was submitted on 4/8/2009.
If you wish to make an amendment or correction to this submission you may do so **before the submission due date on 4/15/2009 or within the same business day of your initial submission.**
You will be required to provide notes for the UCP administrator regarding the nature of the change. These notes are not included in the UCP report.

San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

9. After successfully submitting your district’s UCP information, click on the **UCP** menu option and select **Saved Reports** to access a print version of your submission.

Uniform Complaint Procedure Reporting

	Current Quarter	Contacts	Summary Entry	Saved Reports
Thomasville Unified School District	2009/Jan-Mar	✓	○	☰

Uniform Complaint Report Summary
 school district governing board and County Office of Education

District: Thomasville Unified School District

Reporting Period (Quarter): 2009/January-March

Submission Due Date: **4/15/2009**

Reporting Year: 2008/2009

10. You should now see all Quarterly UCP Report Summaries that have been submitted by your district. Select the appropriate report link to access the print version of your report.

Download Repository

All UCP Quarterly Summary for District agencies

File Type	Name	Modified
UCP Quarterly Summary	TUSD UCP Summary January-March 2009.pdf	4/8/2009

[Return to Previous](#)

San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

11. The **Quarterly Uniform Complaint Report Summary** will include the complaint totals provided for each required area, the UCP Contact, and the Board Submission Date. You should also see your name as the designee that provided this information on the UCP Contact's behalf as well as the date it was entered into the system.

Williams Settlement Legislation

Quarterly Uniform Complaint Report Summary

For submission to school district governing board and county office of education

District Name: Thomasville Unified School District

Quarter covered by this report: January - March 2009

	Number of complaints received in quarter	Number of complaints resolved in quarter	Number of complaints unresolved
Instructional Materials	0	0	0
Facilities	1	1	0
Teacher Vacancy and Misassignments	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
Totals	1	1	0

Submitted by: Mr. Tom Thomasville


Role: UCP Contact

Board Submission Date: 04/03/2009

Entered by: John Smith

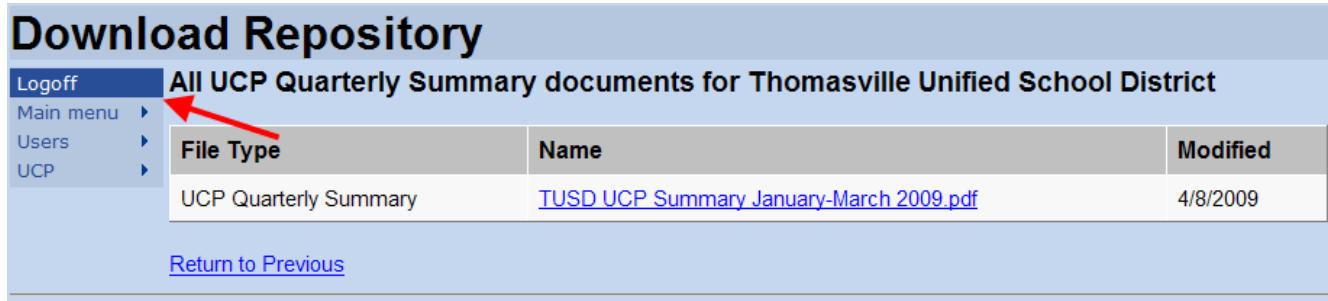
Title: Assistant to the Superintendent

Entered On Date: 04/08/2009



San Bernardino County Superintendent of Schools Online Williams System – UCP Reporting Tutorial

12. Once you have closed the print version of the report, select **Logoff** from the user menu to exit the system.



Download Repository

All UCP Quarterly Summary documents for Thomasville Unified School District

Logoff
Main menu ▶
Users ▶
UCP ▶

File Type	Name	Modified
UCP Quarterly Summary	TUSD UCP Summary January-March 2009.pdf	4/8/2009

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If you have any questions, please contact the SBCSS Governance/Legislative Services Department at (909) 386-2416.