

Title I Complaint Process Procedures:

STEP 1:

Parent/Guardian lodges complaint regarding Title I procedures with teacher or staff member

or

Person or Teacher/Staff member lodges complaint regarding Title I procedures with Building Principal.



STEP 2:

Parent/Guardian is referred to the Building Principal by teacher or staff member (if applicable).



STEP 3:

Building principal asks Complainant to complete the district's Title I Complaint Form and attempts to resolve the issue within five school days.

If complainant is not satisfied with resolution, Building Principal refers them to the District's Title I Coordinator.



STEP 4:

District's Title I coordinator attempts to resolve the issue within five school days.

If complainant is not satisfied with resolution, Title I coordinator refers them to the Assistant Superintendent for Instruction.



STEP 5:

The Assistant Superintendent for Instruction attempts to resolve the issue within five school days.

If complainant is not satisfied with resolution, the Assistant Superintendent for Instruction refers them to the Superintendent of Schools.



STEP 6:

Superintendent of Schools attempts to resolve the issue within five school days.

If complainant is not satisfied with resolution, the complainant can send their complaint to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.

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