

Community Relations

SUBJECT: TITLE I COMPLAINTS/APPEALS

Written complaints and appeal procedures for Title I, Parts A, C, and D or section 100.2(ee) of Commissioner's Regulations regarding academic intervention services are the following:

- All complaints must be written; signed by the person or agency representative filing the complaint; specify the requirement of law or regulation being violated and the related issue, problem, and/or concern; contain information/evidence supporting the complaint; and state the nature of the correction action desired.
- Complaints will follow the district's formal complaint/response procedure under public complaints for tracking purposes; the District's Program Manager for Title I shall conduct the review of complaints or appeals.
- In addition to filing the complaint with the District, a copy of the complaint/appeals regarding Title I should be sent to:

New York State Education Department
Title I School & Community Services Office
Room 364 EBA
89 Washington Avenue
Albany, NY 12234

In cases where the complaint is not satisfactorily resolved with the New York State Education Department, complaints may be filed with the:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB#6
Washington, D.C. 20202-6132

- An appeal must be requested and postmarked within 20 business days of receipt of the District's response to the original complaint.

34 CFR Sections 299.10-299.12
USC 1221e-3(a)(1), 8895
Academic Intervention Services of the Regulations of the Commissioner Section 100.2

Adopted: 4/22/2009

