

## SUBJECT: NCLB WRITTEN COMPLAINT AND APPEAL PROCEDURES

As required by state and federal law, all complaints concerning the administration and implementation of Title I/AIS services shall be processed as follows:

1. Any public or nonpublic school parent or teacher, other interested person, or agency may submit a complaint. All complaints must:
  - be written;
  - be 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 the concern;
  - contain information/evidence supporting the complaint; and
  - state the nature of the corrective action desired.
2. Complaints must be sent to the Superintendent of Schools. Levittown School District will respond to the written complaint within thirty business days.
3. If a response is not received within thirty business days, or, the resolution is not to the satisfaction of the complainant, an appeal can be lodged with the State Education Department. An appeal must contain:
  - a copy of the original signed complaint;
  - a copy of the school district's response to the original complaint or a statement that the district failed to respond in 30 business days.
4. All appeals should be sent to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

Ref: ESEA Title I, Parts A, C, and D, or of the General Education Provisions Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner

Adopted: April 11, 2007

**Re-Adopted: October 12, 2011**