

COMPLAINT PROCEDURE FOR TITLE I, PART A NCLB Section 9304

PROCEDURE FOR ENSURING PROMPT RESOLUTION OF COMPLAINTS OF VIOLATIONS OF TITLE I, PART A

NCLB Section 9304

NCLB requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program.

The district procedure is as follows:

1. The complaint must be in writing and addressed to the district Title I Coordinator. The complaint must contain the following:
 - The name of the complainant and contact information;
 - The nature of the complaint (the specific violation of the administration of the Title I, Part A program).
2. The Title I Coordinator must maintain a complaint log. The log must include the following:
 - The name of the complainant;
 - The receipt date of the complaint;
 - The log-in number assigned to the complaint for tracking purposes;
 - The name of the staff to whom the complaint will be referred (if applicable).
 - The date of the response to the complaint.
3. The Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
4. The Title I Coordinator must maintain a copy of the complaint, log, and response on file in the district office.
5. After the complainant has received a response from the Title I Coordinator, the complainant has 30 days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with (704 KAR 3:365).
6. The Complaint Process for Participation of Private School children is the same as above.

