

**Procedures for Filing Complaints/Appeals  
for Programs and Projects  
Funded by Title I**

Any public or nonpublic school parent or teacher, other interested person, or agency may file 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.

Title I complaints should be first sent to the Superintendent. If the District fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to New York State Education Department at:

Office of ESSA-Funded Programs  
89 Washington Avenue, Room 320 EB  
Albany, NY 12234

Parties dissatisfied with the State Education Department's complaint resolution may file an appeal directly with the United States Department of Education at:

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 contain:**

- a copy of the original signed complaint
- a copy of the District's response to the original complaint or a statement that the District failed to respond in 30 business days.

The Title I representative in the State Education Department office who is assigned as the program manager of the District against which the complaint is made and other Department staff as may be appropriate shall conduct the review of complaints or appeals.