



Procedure for Filing Complaints and Appeals Concerning Title I Programs or Academic Intervention Services

Complaints concerning Title I or Academic Intervention Services (AIS) may be filed by parents, teachers, agencies, or other stakeholders. Complaints must be in writing and identify the violation, problem, or concern. The complaint must present information or evidence to support the complaint and the corrective action desired. The complaint must be signed by the person filing the complaint.

Complaints should be sent to the District Superintendent. The District has 30 business days to resolve the complaint. If the District fails to resolve the complaint in 30 business days or the complaint is not resolved to the satisfaction of the complainant, the complaint should be sent to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Appeals to the District response to a complaint must be sent to the New York State Education Department within 20 business days of the receipt of the District's response.

The New York State Education Department (NYSED) will review complaints related to administration of Title I and/or AIS programs and funds, as well as appeals to district responses to complaints. The NYSED will conduct a review of the complaint. NYSED has 60 business days to respond to the complaint. The response will include the names of people interviewed, evidence or records examined, with dates, times, and locations, a summary of their findings, and corrective action to be taken with a timeline. The district must respond to the NYSED corrective action or else it risks having Title I funds withheld.

The NYSED education department will maintain records regarding complaints for up to five years. Records are available to interested parties in accordance with the Freedom of Information Law.

If parties are dissatisfied with NYSED complaint resolution, appeals can be sent to the United States Department of Education at:

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