How to File a Title I Complaint

Complaints must be in writing and be signed and received by the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the Local Education Agency shall assist the parent in the complaint process.

The Complaint Must Include:

1. The Name and Contact Information of the Complainant.
2. A statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring.
3. Steps taken at the Local Level to resolve this complaint.
4. A Copy of the final decision from local School Board in regards to the complaint.
5. Signature of Complainant.

Mail Complaint to:

Heather Gage, Director

c/o Title I Administrator

New Hampshire Department of Education

101 Pleasant Street

Concord, NH 03301

For more information regarding New Hampshire’s Complaint Rules, please refer to the following link: http://www.gencourt.state.nh.us/rules/state/agencies/ed200.html
Title I Complaint Form

1. **Contact Information:**
   Name: ______________________________________________________________
   Address: __________________________________________________________________
   City: ___________________________ State: __________ Zip: __________
   Daytime Phone: __________________________________________________________
   Student Information (if applicable): _________________________________________
   School/District Information (if applicable): ________________________________

2. **Program Specific Information:**
   _____ Title I, Part A  _____ Title I, Part D  _____ Migrant Education

3. **Statement of Violation of Federal Requirement:**
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. **Chronology of Events:** *(Include date and persons involved for each event.)*
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

5. **Steps taken at the Local Level to resolve this complaint:**
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

6. **School Board Ruling Information:**
   Date of School Board Meeting: ______________________________
   **Attach a copy of final decision**

7. **Signature:** ___________________________  **Date:** ________________

Revised: 2017
## Title I Complaint Process Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Title I Office receives copy of complaint and logs in</td>
<td>Date Stamped</td>
</tr>
<tr>
<td>Title I Office issues a receipt of complaint to complainant</td>
<td>2 working days</td>
</tr>
<tr>
<td>Title I Office investigates complaint going onsite if necessary</td>
<td>10 working days</td>
</tr>
<tr>
<td>If not resolved by Title I Office, a complaint is forwarded to Office of</td>
<td></td>
</tr>
<tr>
<td>Legislation and Hearings for assignment to a Mediator</td>
<td></td>
</tr>
<tr>
<td>Mediation is scheduled</td>
<td>15 working days</td>
</tr>
<tr>
<td>Resolution is determined by mediator and both parties</td>
<td>15 working days</td>
</tr>
<tr>
<td>Written Report Issued to all parties</td>
<td>5 working days</td>
</tr>
<tr>
<td>If parties are unable to resolve dispute complainant may, within 30 days</td>
<td></td>
</tr>
<tr>
<td>of the mediator’s report, request State Board Hearing pursuant to RSA</td>
<td></td>
</tr>
<tr>
<td>21-N:II,III and in accordance with Ed 200.</td>
<td></td>
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<tr>
<td>A final decision by State Board may be forwarded to the Secretary</td>
<td></td>
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<tr>
<td>of the US Department of Education for review; said review to be at the</td>
<td></td>
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<tr>
<td>discretion of the Secretary.</td>
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<tr>
<td>The NH State Director of Title I, with support from other members of the</td>
<td></td>
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<tr>
<td>NH DOE staff will oversee this process and monitor the progress of</td>
<td></td>
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<tr>
<td>complaint resolution.</td>
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</table>

Revised: 2017