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:

Frank Edelblut, Commissioner
c/o Christopher Motika, 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: __________________

2016-2017
## Title I Complaint Process Timeline

<table>
<thead>
<tr>
<th>Activity Line</th>
<th>Time</th>
</tr>
</thead>
<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 working days</td>
<td>10</td>
</tr>
<tr>
<td>If not resolved by Title I Office, a complaint is forwarded to a Mediator</td>
<td></td>
</tr>
<tr>
<td>Mediation is scheduled working days</td>
<td>15</td>
</tr>
<tr>
<td>Resolution is determined by mediator and both parties working days</td>
<td>15</td>
</tr>
<tr>
<td>Written Report Issued to all parties</td>
<td>5 working days</td>
</tr>
</tbody>
</table>

If parties are unable to resolve dispute complainant may, within 30 days of the mediator’s report, request State Board Hearing pursuant to RSA 21-N:II,III and in accordance with Ed 200.

A final decision by State Board may be forwarded to the Secretary of the US Department of Education for review; said review to be at the discretion of the Secretary.

The NH State Director of Title I, with support from other members of the NH DOE staff will oversee this process and monitor the progress of complaint resolution.