

**Lansingburgh Central School District
Written Complaint and Appeal Procedures
Title I, Part A, C and D
Of the No Child Left Behind Act**

As required by Title IX, General Provisions of the Elementary and Secondary Education Act, the New York State Education Department has adopted the following procedures for receiving and resolving complaints and for reviewing appeals from decisions of local education agencies. Complaints concerning violations of ESEA Title I, Parts A, C and D of the General Education Provisions Act, or of Section 100.2 (ee) Academic Intervention Services of the Regulations of the Commissioner are covered by these procedures.

Any public or non public 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

Complaints should be directed to the Superintendent of the Lansingburgh Central School District. If the complainant believes the District has failed to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may be appealed to the New York State Education Department. It should be sent to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany NY 12234. Such an appeal must contain a copy of an original signed complaint and a copy of the Lansingburgh Central School District's response to the original complaint or statement that the school district failed to respond in 30 business days. The State Education Department will review complaints when the complaint pertains to the State's administration of the ESEA Title I Basic Grant, Migration Education or Neglected or Delinquent Program or an appeal from the decision of the school district regarding an action by it. Complaints that do not meet any of the above criteria, including complaints concerning the school districts administration of its Title I Program, will be referred for possible resolution to the school district by the New York State Education Department. Within 60 business days from the receipt of an appeal to the State Education Department, the complainant will be notified of the State Education Department's findings. An extension of the 60

day complaint resolution period may be permitted for exceptional circumstances. Appeals must be requested and postmarked within 20 business days of receipt of the school district's response to the original complaint. If the complainant is dissatisfied with the State Education Department's response or resolution, the complainant may file an appeal 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, DC 20202-6132.

An individual filing a complaint against the Lansingburgh Central School District for alleged violation of the No Child Left Behind Act for Title I, Part A, C and D may use the attached form. This form must be signed and submitted to the Superintendent of Schools.

**Lansingburgh Central School District
576 Fifth Avenue
Troy NY 12182**

**No Child Left Behind Act
Title I, Part A, C and D
Complaint Form**

1. Name and Address of Individual Filing Complaint: Include the organization that the individual represents if applicable.
2. Please describe the complaint providing as much detail as possible. Include why you believe a school or the school district to be in violation of the No Child Left Behind Act for Title I, Part, A, C and/or D.
3. State your proposed solution to the problem if applicable.

4. What steps have you taken thus far, if any, to resolve this issue. Please provide as much detail as possible.

Signature of Complainant: _____

Date: _____

Signature of Complainant: _____

Date: _____

