

Elementary and Secondary Education Act (ESEA) Complaint Form

A complaint involving the administration of ESEA programs must include the following information:

- The name of school, campus, or school employee.
- A description of the ESEA requirement(s), statute(s), regulation(s) or programs.
- Description and documentation of the efforts to resolve the complaint at the local level.
- The actions, facts (including dates) and documentation that form the basis of the complaint.
- Description of the resolution being sought.
- Signature of the person making the complaint.

Do not complete this form unless you have attempted to resolve the issue at the local level. More information about the ESEA complaint process is available on the CDE Web site:

http://www.cde.state.co.us/FedPrograms/ov/index_eseacomplaint.asp.

District:

School/Agency/School Employee(s):

Name of Person or Party Filing Complaint:

Student Name(s) - optional:

Street Address:

City:

State:

Zip:

Phone Number:

E-mail:

Describe the ESEA requirement(s), statute(s), regulation(s) or program(s) that form the basis of the complaint:

Local Resolution:

Provide a description of the steps taken to resolve this complaint at the local level and the results of that process. (Limit to 1200 characters.)

Complaint:

Provide the actions, facts (including dates), and documentation that form the basis of the complaint, as well as the resolution you expect. Attach any supporting documentation to the signed complaint. (Limit to 6600 characters.)

Written complaints are accepted by certified mail or in person. Accurately complete the contact information portion as CDE will not be able to respond to the complaint without valid contact information.

Signature of Person Filing Complaint

Date