

# PROCEDURE FOR ENSURING PROMPT RESOLUTION OF COMPLAINTS OF VIOLATIONS OF TITLE 1, PART A

## NCLB Section 9304

1. The complaint must be in writing and addressed to the district Title 1 Coordinator. The complaint must contain the following:
  - The name of the complainant and contact information;
  - The nature of the complaint (the specific violation of the administration of the Title 1, Part A program).
2. The Title 1 Coordinator must maintain a complaint log. The log must include the following:
  - The name of the complainant;
  - The receipt date of the complaint;
  - The log-in number assigned to the complaint for tracking purposes;
  - The date of the response to the complaint.
3. The Title 1 Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
4. The Title 1 Coordinator must maintain a copy of the complaint, log, and response on file in the district office.
5. After the complainant has received a response from the Title 1 Coordinator, the complainant has 30 days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with (704 KAR 3:365)