

Title I Complaint Process Timeline

Activity	Time Line
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Title I Office receives copy of complaint and logs in _____	Date Stamped
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Title I Office issues a receipt of complaint to complainant _____	2 working days
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Title I Office investigates complaint, going on-site if necessary _____	10 working days
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If not resolved by Title I Office, a complaint is forwarded to Office of Legislation and Hearings for assignment to a mediator.

Mediation is scheduled _____	15 working days
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Resolution is determined by mediator and both parties _____	15 working days
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Written Report issued to all parties _____	5 working days
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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.

June 10, 2016