

Franklin School District

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 the Franklin School Board in regard to the complaint.
5. Signature of complainant.

Mail complaint to:

Virginia M. Barry, Ph.D., Commissioner
C/o Mary Earick, PhD., 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:

www.gencourt.state.nh.us/rules/ed200.html

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