



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

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 local **School Board** in regards to the complaint.
5. Signature of Complainant.

Mail Complaint to:

Lyonel B. Tracy, Commissioner
c/o Dorothy R. Fair, 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:

<http://www.gencourt.state.nh.us/rules/ed200.html>

Title I Complaint Form

1. Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Student Information *(if applicable)*: _____

School/District Information *(if applicable)*: _____

2. Program Specific Information:

_____ Title I, Part A _____ Even Start _____ Reading First

_____ Title I, Part D _____ Migrant Education

3. Statement of Violation of Federal Requirement:

4. Chronology of Events: *(Include date and persons involved for each event.)*

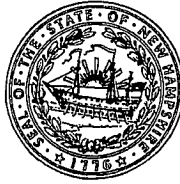
5. Steps taken at the Local Level to resolve this complaint:

6. School Board Ruling Information:

Date of School Board Meeting: _____

Attach a copy of final decision

7. Signature: _____ Date: _____



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Title I Complaint Process Timeline

Activity	Time Line
Title I Office receives copy of complaint and logs in	Date Stamped
Title I Office issues a receipt of complaint to complainant	2 working days
Title I Office investigates complaint going onsite if necessary	10 working days
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
Resolution is determined by mediator and both parties	15 working days
Written Report Issued to all parties	5 working days
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.	