



SCOTT J. WYNNE
Asst. Superintendent for Curriculum & Instruction

Title I Complaint Procedure

Any public or non-public school parent/guardian, teacher, or other interested person or agency may file a Title I complaint.

All complaints must:

- ❖ Be in written form;
- ❖ Be signed by the person or agency representative filing the complaint;
- ❖ Specify the requirement of law or regulation being violated and the related issue, problem, and/or concern;
- ❖ Contain information/evidence supporting the complaint;
- ❖ State the nature of the corrective action desired.

All complaints should be sent to:

Mr. Scott Wynne
Assistant Superintendent for Curriculum and Instruction
Eastchester Union Free School District
580 White Plains Road
Eastchester, New York 10709

Upon receipt of the complaint:

- ❖ The District will issue a letter of acknowledgement to the complainant that contains the following information:
 - The date the District received the complaint;
 - How the complainant may provide additional information;
 - A statement of the ways in which the District may investigate the complaint;
 - The District's commitment to issue a resolution to the complaint.
- ❖ The Assistant Superintendent of Curriculum, Instruction & Assessment will investigate or appoint a designee to investigate the complaint. The complaint investigator will:
 - Carry out an independent onsite investigation of the complaint;
 - Review all relevant information and make an independent determination as to whether the District has complied with the federal program(s) in question;
 - Issue a Letter of Findings to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions and Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the District's final decision.
- ❖ If the investigator determines that a violation has occurred:
 - There will be corrective action to return to compliance.
- ❖ If the investigator concludes that no violation of law or regulation has occurred:
 - Attempts will be made to resolve or negotiate the programmatic concern;



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- ❖ All complaints and responses will be kept on file in the office of the Assistant Superintendent of Curriculum, Instruction & Assessment.

Complainants not satisfied with the findings/remedy of the District may elect to appeal to the New York State Education Department:

New York State Education Department
Title I School & Community Services Office
Room 365 EBA
89 Washington Avenue
Albany, NY 12234

Those dissatisfied with the State Education Department's complaint resolution may file an appeal to the United States Department of Education:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132