

**TITLE I**  
**PARKLAND SCHOOL DISTRICT**  
**COMPLAINT FORM**

As part of its assurances within ESSA, an LEA accepting federal funds agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs.

**I. PERSON MAKING COMPLAINT:**

Name:

(Last) (First) (Middle)

Address:

(Street No., Route) (City) (Zip Code)

Telephone No.:

(Area Code, Prefix, Number)

**II. ALLEGATIONS AND OBSERVATIONS:** required to be a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

**DATE ON WHICH VIOLATION OCCURRED:** \_\_\_\_\_

Attach statement and the facts on which the statement is based on that Parkland School District violated a requirement of a Federal statute or regulations that applies to Title I.

**III. LIST OF NAMES AND TELEPHONE NUMBERS OF INDIVIDUALS WHO CAN PROVIDE ADDITIONAL INFORMATION**

1)

2)

3)

4)

**IF THIS COMPLAINT WAS FILED WITH A FEDERAL AGENCY, STATE NAME(S) OF THE AGENCY.**

1)

2)

**IV.** I do certify that the statements, matters and allegations set forth in the above and foregoing complaint are true and correct to the best of my knowledge, information and belief and are made of my own free will.

\_\_\_\_\_  
(Date) (Complainant's Signature)

SEND AND ADDRESS THE COMPLAINT TO  
Parkland School District  
Marjorie A. Evans- Title I Director-  
2219 North Cedar Crest Blvd  
Allentown, PA 18104

**V. UPON RECEIVING THE COMPLAINT, PARKLAND SCHOOL DISTRICT** will, within ten (10) days of receipt of the complaint, issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Parkland School District received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Parkland School District may investigate or address the complaint;
4. Inform complainant the Superintendent of Schools received a copy of the complaint;
5. Any other pertinent information.

**VI. LETTER OF FINDINGS**

If additional information or an investigation is necessary, Parkland School District will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

