



Muncie Community Schools

4301 S. Cowan Rd.
Muncie, IN 47302
Phone: (765) 747-5211
www.muncie.k12.in.us

Title I Complaint Procedure

Definition of a Complaint

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the title I local education agency (LEA) program has been violated; and 2) information that supports the allegation.

Who May Complain

Muncie Community Schools is a Title I School-wide district. Any parent, teacher, or other concerned individual or organization may file a complaint.

All complaints must :

- be submitted in writing
- be signed by the person or agency filing the complaint and include contact information
- specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, or concern
- include information and/or supporting evidence of the complaint
- state the nature of the corrective action desired.

Complaint Procedure (adopted from IDOE)

1. Receiving Complaints: Complaints should be formally registered with Dr. Dea Bell, Muncie Community Schools, 4301 S Cowan Road, Muncie, IN 47302.
2. Investigating Complaints: Upon receipt of the written complaint, the LEA will investigate the complaint within 5 business days.
3. Resolving Complaints: The LEA will resolve the complaint within 15 business days.
4. Appealing Complaints: If the LEA fails to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support division.

Title I Complaint Form

Name: _____

Address: _____

Phone #: _____

School: _____

Signature: _____

How has the school violated a requirement of federal statute or regulation that applies to Title I:

The facts on which the statement is based:

Desired corrective action:
