

Administrative Office

191 Big A School Road, Toccoa, GA 30577
Phone: 706-886-9415 | Fax: 706-886-3882

**EQUITABLE SERVICES FOR ELIGIBLE PRIVATE SCHOOL CHILDREN PROGRAM
COMPLAINT PROCEDURES AND FORM**

Written procedures are listed below for complaints regarding private school equitable services under the Title I, Part A program at Stephens County School System.

1. A non-profit private school official, teacher, student, and family should consult with the Stephens County School System Federal Programs Director if it is believed that timely and meaningful consultation has not occurred regarding equitable services notifications and provisions prior to proceeding with a complaint with the Georgia Department of Education (GADOE). A signed letter with the attached form and supporting documentation or evidence should be sent to the Stephens County Federal Programs Director outlining the following information:
 - a. The alleged violation or compliance issue.
 - b. The applicable Federal program.
 - c. Dates of violation(s) and steps that have been previously taken to resolve the issue.
 - d. Proposed solution to the alleged violation or compliance issue.
 - e. List and description of attached supporting documentation or evidence.
2. Within 10 business days of receipt of the complaint, the Stephens County School System Federal Programs Director will issue a letter of acknowledgement to the complainant outlining the following information:
 - a. The date the complaint was received.
 - b. Request for additional information as applicable or necessary.
 - c. A statement regarding the ways the complaint will be investigated and/or addressed.
 - d. A statement regarding any other pertinent information.
3. If additional time is need to investigate or if additional information is needed, the school system will have 60 days from the receipt of requested information or completion of the investigation to issue a letter stating findings and/or corrective actions that will be taken to the complainant. The timeline may be extended if special circumstances exist.
4. The complainant may appeal the decision to the Georgia Department of Education no later than 30 days from the date on which the complainant receives the letter of findings from Stephens County School System. The Equitable Services (Title I and VIII) Complaint, Resolution, and Appeal Process document, which outlines the local and GADOE appeals process, and the Equitable Services Complaint Form may be accessed on the GADOE State Ombudsman webpage: <https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/State-Ombudsman.aspx>.

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COMPLAINT FORM

Date of Complaint	
Name of person filing the complaint	
Title/Position of person filing the complaint	
Name and Address of the Private School associated with the complaint or complainant	
Email Address of the complainant	
Phone Number of the complainant	
Federal Program	Title I, Part A – Services to Eligible Private School Children
What Federal statutory or regulatory requirements that apply to equitable services do you feel have been violated? Please attach supporting documentation.	
Please describe the issue(s), including dates; and any steps you have taken to resolve the issue. Please attach supporting documentation.	
Please describe the solution or action by Stephens County School System that may be taken to resolve the issue.	

Signature of Complainant

Date

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PLEASE ATTACHED SUPPORTING DOCUMENTATION AFTER THIS PAGE.