

**Federal Programs/Title I Violation Complaint Procedure**

The Every Student Succeeds Act requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A and the Elementary and Secondary Education Act (ESEA) as amended by ESSA in the administration of Federal Programs.

- 1) The complaint must be in writing and addressed to the District Federal Programs/Title I Coordinator. The complaint must contain the following:
  - The name of the complainant and the contact information;
  - The nature of the complaint (the specific violation of the administration of the Title I, Part A or Federal Program).
- 2) The Federal Programs/Title I Coordinator must maintain a complaint log. The log must include the following:
  - The name of the complainant;
  - The receipt date of the complaint;
  - The log-in number assigned to the complaint for tracking purposes;
  - The name of the staff to whom the complaint will be referred (if applicable);
  - The date of the response to the complaint.
- 3) The Federal Programs/Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The Federal Programs/Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the Federal Programs/Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with [704 KAR 003:365](#).

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