

## Complaint Procedures for Title I Schools

The Maryland State Department of Education requires that each local school system that provides services to eligible children in Title I schools establish a Complaint Procedure for addressing concerns raised by the administrators or parents of students in those schools who participate in federal programs.

Every effort is made to resolve issues and to answer inquiries at the most direct and immediate level. This resolution is facilitated through regular contact between parents and school representatives. If an issue cannot be satisfactorily resolved in this manner, a formal complaint procedure may be initiated by the parent or administrator from the Title I school.

Beyond the local school administrator, the first point of contact for Title I services in Cecil County schools is Tony Petinga, Coordinator for Title I, Assessment, and Accountability, 410-996-5400 x21016 (phone); [tpetinga@ccps.org](mailto:tpetinga@ccps.org).

The second point of contact for Title I services in Cecil County schools is Dr. Shawn Johnson, Executive Director of Elementary Education, 410-996-5400 x41016 (phone); [sjohnson@ccps.org](mailto:sjohnson@ccps.org).

The third point of contact for Title I services in Cecil County schools is Dr. Jennifer Hammer, Associate Superintendent of Education Services, 410-996-5400 x53014 (phone); [jhammer@ccps.org](mailto:jhammer@ccps.org).

---

### Appeal for Resolution

School: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Briefly describe the situation or condition that has resulted in this appeal.

What outcome or resolution do you propose?