

GABDB: Title Programs Dispute Resolution Procedure

Process

Any individual who believes that the Divide County School District #1 has violated the regulations or law governing a Title program should submit a complaint to the Superintendent at 106 1st St. NE, Crosby, North Dakota 58730, (701) 965-6313. The Superintendent shall investigate the complaint and provide the individual with a written response within 30 days.

If the individual wishes to appeal the determination of the Superintendent, the individual should submit a written complaint via mail or email to:

(Director of Specific Title Program)
North Dakota Department of Public Instruction
600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440

The Superintendent shall provide the individual with the appropriate name and email address of the director of the specific title program. Any complaints must include the following:

1. The date;
2. Name of School District, unit, or individual the complaint is against;
3. Name, address, and telephone number of the individual filing the complaint;
4. A detailed description of the complaint, including specific facts;
5. The signature of person making the complaint.

When a written complaint is filed, the appropriated ND DPI Title Director will investigate and issue a written response within sixty (60) Calendar days from the date the complaint is received.

Reconsideration

Once a response is received from ND DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent with thirty (30) days of the title director's response. The State Superintendent will issue a final decision within thirty (30) days of the request for reconsideration.

If the complaint is not resolved to satisfaction of the individual, the individual may forward the complaint to:

Secretary of Education
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208