Wyoming Valley West School District

450 North Maple Avenue, Kingston, PA 18704-3683
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2026–2027 NONPUBLIC SCHOOL ESEA COMPLAINT PROCEDURE

Federal Programs • Title I, Part A and Other Applicable ESEA Programs

Effective Date	September 2026
Responsible Office	WVW Federal Programs Office

Purpose

The Every Student Succeeds Act (ESSA), which amended the Elementary and Secondary Education Act of 1965 (ESEA), requires State educational agencies (SEAs) to maintain procedures for receiving and resolving complaints alleging violations of federal requirements applicable to covered ESEA programs. Wyoming Valley West School District (WVW) maintains this local procedure to provide a clear process for receiving, reviewing, and attempting to resolve complaints concerning the administration of applicable federal programs, including the equitable participation of eligible students, teachers, and other educational personnel in nonpublic schools.

Scope

This procedure applies to complaints concerning WVW's administration of applicable ESEA programs and, in particular, complaints involving the equitable participation of eligible nonpublic school students and educators under Title I, Part A and applicable Title VIII programs. It complements, and does not replace, the Pennsylvania Department of Education (PDE) Division of Federal Programs complaint procedures.

What Is a Complaint?

For purposes of the federal complaint process, a complaint is a written, signed statement alleging that a State educational agency, local educational agency, or other covered entity has violated a requirement of a federal statute or regulation applicable to an ESEA program.

A written complaint should include:

- A clear statement identifying the federal statute, regulation, or program requirement alleged to have been violated.
- The facts supporting the allegation.
- Relevant information concerning discussions, meetings, correspondence, or other efforts to address the concern.
- The complainant's name, contact information, and signature.

Local WVW Complaint Resolution Procedure

WVW encourages concerns to be addressed at the local level whenever possible. A complainant may submit a written complaint to the Federal Programs Office for review and attempted resolution. Use of the local process does not eliminate or restrict a complainant's right to submit a complaint directly to PDE when permitted under applicable law.

1. Submit the Complaint

The complainant should provide a written and signed complaint to the WVW Federal Programs Office. The complaint should identify the program or requirement involved, describe the facts, and provide relevant supporting information.

2. Acknowledgment and Review

WVW will acknowledge receipt of the complaint and review the information provided. The district may request additional information or documentation as needed.

3. Opportunity to Discuss and Present Information

WVW may meet with the complainant, nonpublic school officials, district personnel, or other appropriate parties to clarify the concern and provide an opportunity to present relevant evidence.

4. Investigation and Response

WVW will review the applicable program requirements and relevant documentation and will provide a written response or determination regarding the complaint.

5. Appeal to PDE

If the complainant is dissatisfied with WVW's resolution, the complainant or the complainant's representative may appeal the local resolution to the Pennsylvania Department of Education in accordance with PDE's complaint procedures.

Nonpublic School Equitable Services Complaints

For complaints involving Title I, Part A or Title VIII equitable services, WVW will address the concern consistent with ESEA requirements and PDE procedures. Nonpublic school officials have rights concerning timely and meaningful consultation, equitable participation, and consideration of their views. WVW will maintain documentation related to consultation and complaint resolution as required.

- Consultation must be timely and meaningful and must continue throughout implementation and assessment of equitable services.
- The LEA and nonpublic school officials should have the goal of reaching agreement on the design and delivery of equitable services.
- A nonpublic school official may complain to PDE regarding failure to engage in timely and meaningful consultation, failure to give due consideration to the official's views, or failure to provide equitable treatment as required.
- PDE's current procedures provide for a Regional Coordinator and/or ombudsman role in complaints concerning equitable services.

PDE Complaint Process and Timelines

PDE's Division of Federal Programs maintains the Commonwealth's complaint procedures for applicable ESEA programs. Complaints against an LEA or appeals from an LEA decision are referred to the appropriate PDE Regional Coordinator. For complaints concerning participation of private school children and teachers under ESEA sections 1117 or 8501, the SEA must resolve the complaint in writing within 45 days after receipt, subject to applicable provisions for exceptional circumstances.

Under ESEA section 8503, an interested party may appeal the SEA's resolution to the U.S. Department of Education within 30 days after the SEA resolves the complaint or fails to resolve it within the 45-day period. The U.S. Department of Education must investigate and resolve the appeal within 90 days, as provided by the statute.

Filing a Complaint with Pennsylvania Department of Education

PDE's current published filing information is:

Contact	Susan McCrone, Division Chief
Office	Division of Federal Programs
Address	Forum Building, 607 South Drive, Harrisburg, PA 17120
Subject	ESEA Complaint / Complaint Concerning Federal Program Requirements

WVW Contact for Local Resolution

Complaints or concerns may be submitted to the Wyoming Valley West School District Federal Programs Office:

Office	Federal Programs & Grant Writing
Address	450 North Maple Avenue, Kingston, PA 18704-3683
Phone	(570) 288-6551
Email	mwincek@wvwsd.org

Important Notice

This local procedure does not limit any right provided by federal law or PDE to file a complaint with the Pennsylvania Department of Education. Complaints involving other legal requirements—such as special education, civil rights, student discipline, or state-specific school requirements—may be subject to separate complaint or dispute-resolution procedures and should be directed to the appropriate agency or office.

Regulatory Basis

- Every Student Succeeds Act of 2015 (ESSA), including ESEA sections 8501 and 8503 concerning equitable participation and complaints regarding private school participation.
- 34 C.F.R. §§ 299.13–299.17, federal complaint procedures applicable to covered ESEA programs.
- 34 C.F.R. § 299.7, requirements for timely and meaningful consultation concerning equitable services.
- Pennsylvania Department of Education, Division of Federal Programs, current Complaint Procedures.
- Pennsylvania Department of Education, current guidance concerning Equitable Services for nonpublic schools.

This procedure should be reviewed annually and updated when applicable federal or Pennsylvania requirements change.