



### **Complaint Form for Equitable Services for Federal Programs Covered under Title I & Title VIII**

Private school officials may file a complaint if the official(s) believes a Local Education Agency (LEA) has not provided timely and meaningful consultation in accordance with federal requirements.

This form must be signed and submitted to the Nevada Department of Education, and a copy provided to the LEA. In lieu of mailing, you may submit this completed form via email to:

Melissa Schroeder, Ombudsman

[mschroeder@doe.nv.gov](mailto:mschroeder@doe.nv.gov)

#### ***Complaint Process for Participation of Private School Children-Time Limit***

The timeframe that State Education Agency (SEA) has for responding to a complaint from private school officials concerning violations of ESEA section 8501 regarding the participation by private school children and teachers is 45 days. In addition, the Secretary must investigate and resolve an appeal of an SEA's resolution of a complaint within 90 days. (*ESEA section 8503*)

#### ***Consultation***

The topics subject to consultation have been expanded to include the following:

- How the proportion of funds allocated for equitable services is determined.
- Whether the LEA will provide services directly or through a separate government agency, consortium, entity, or third-party contractor.
- Whether to provide equitable services to eligible private school children by pooling funds or on a school-by-school basis.
- When, including the approximate time of day, services will be provided.
- Whether to consolidate and use funds available for Title I equitable services in coordination with eligible funds available for equitable services under programs covered under section 8501(b) to provide services to eligible private school children in participating programs.
- The written affirmation that consultation has occurred must provide the option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children.

(*ESEA section 1117(b)(1).*)



**Complaint Form for Equitable Services for Federal Programs Covered under Title I & Title VIII**

1. Name of person filing complaint:
2. Title/position of person filling out complaint:
3. Name of private school:
4. Street address of private school:
5. Email:
6. Phone number:
7. Name of Local Educational Agency (LEA) this claim is against:
8. Street address of the LEA:
9. Contact name:
10. Email:
11. Phone number:

Title I and VIII programs (ESEA section 1117 and 8501):

- Title I, Part A-Improving basic programs operated by LEAs
- Title I, Part C- Education of migratory children
- Title II, Part A- Supporting effective instruction state grants
- Title III, Part A- English language acquisition, language enhancement, and academic achievement
- Title IV, Part A- Student support and academic enrichment grants
- Title IV, Part B- 21<sup>st</sup> Century Community Learning Centers

What federal or regulatory requirements that apply to equitable services do you feel have been violated?  
(Please attach any supporting documentation.)



**Complaint Form for Equitable Services for Title I and Programs Covered under Title VIII to Private School Students and Teachers**

Please describe the issue(s), including dates and any steps you have taken and people you have contacted from the LEA to resolve the issue and their response(s). Attach supporting documentation. Please feel free to use additional paper to complete your response, if needed.

Describe the action or solution you feel would resolve this problem.

Are you willing to participate in the mediation process to try to resolve your concerns?

Yes  No

Please print, sign and email or mail this document to the Ombudsman.

Signature:

Printed Name:

Date:

