



## **Title I Complaint Procedure**

### **Definition of a Complaint**

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Metropolitan School District of Washington Township (MSDWT) Title I program has been violated and 2) information that supports the allegation.

### **Who May Complain**

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint.

### **All complaints must:**

- Be written;
- Be signed by the person or agency representative filing the complaint and include contact information;
- Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint; and
- State the nature of the corrective action desired.

### **Complaint Procedures**

1. **Receiving Complaints:** Complaints should be formally registered with:  
Dr. Chad E. Michalek, MSDWT Grants and Assessments Coordinator  
Send completed MSDWT Title I Complaint form to [cmichalek@msdt.k12.in.us](mailto:cmichalek@msdt.k12.in.us)
2. **Investigating Complaints:** Upon receipt of the written complaint, MSDWT personnel will investigate the complaint within 30 business days.
3. **Resolving Complaints:** MSDWT personnel will resolve the complaint within 30 business days.
4. **Appealing Complaints:** If MSDWT personnel fail to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support division.

## **MSDWT Title I Complaint Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Signature: \_\_\_\_\_

How has the school violated a requirement of federal statute or regulation that applies to Title I:

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The facts on which the statement is based:

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Desired corrective action:

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