



Spencer-Van Etten Central School District

NYS Education Department Written Complaint & Appeal Procedures

Any public or non-public school parent or teacher or other interested person may file a complaint regarding Spencer-Van Etten Central School District's administration and implementation of its ESEA Title I Grants or Academic Intervention Services for students identified under Commissioner's Regulation Part 100.

All complaints must first be sent to the Superintendent of Spencer-Van Etten Central School District: Ms. Diahann Hesler, 16 Dartts Crossroad, Spencer, NY 14883. Complaints must:

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

Spencer-Van Etten Central School District has a 30-day business period in which to resolve a complaint. If the district fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to: New York State Education Department Office of ESSA Funded Programs Attention: Complaint Coordinator 89 Washington Avenue, Room 320EB Albany, New York 12234

Complaints have 20 business days after receipt of the district's response in which to file an appeal.

For further information on filing a complaint or appealing a decision made in response to a complaint, interested parties may contact Mrs. Christina Lampila, Director of Instructional Support, 16 Dartts Crossroad, Spencer, NY 14883 or access the NYSED Title I complaint website at www.p12.nysed.gov/accountability/T1/complaintappeals.htm.