

**Perry Township School Corporation**  
**Complaint Procedures under Title I, Part A of the Elementary**  
**and Secondary Education Act of 1965 (ESEA)**

Perry Township School Corporation is committed to open communication between staff and parents at the districts' Title I, Part A schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Director of Title I as described below.

**Filing a Complaint (person with complaint does the following)**

1. Gather all information related to the complaint.
2. Fill out the complaint form. Please be as specific as possible when filling out the form.
3. Send the complaint form to the Title I office at the address listed on the form.

**Response to Complaint (Central Office Staff does the following)**

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originator(s) of the complaint in order to resolve the complaint. The Director of Title I usually will schedule this meeting within five (5) working days after the receipt of the complaint.

**Additional Steps (if required)**

6. If the complaint cannot be resolved by the Director of Title I, a meeting will be set up with the Superintendent, the Director of Title I, and the concerned parties.
7. The Superintendent will work with the Director of Title I to resolve the complaint.
8. If the issue is still unresolved, the Director of Title I will contact the Indiana Department of Education's Title I, Part A office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

**Contact for Complaints**

Mrs. Melissa Morris, Director of Title I  
Perry Township Schools  
6548 Orinoco Ave.  
Indianapolis, Indiana 46227

**Perry Township Schools Complaint Form**  
**Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_  
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**Do Not Write Below This Line (OFFICE USE ONLY)**

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Date Received in Title I, Part A Office \_\_\_\_\_

Date of Conference \_\_\_\_\_

Date Resolved \_\_\_\_\_

Resolution \_\_\_\_\_  
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