

District Complaint Procedures for Federal Programs of Quitman County Schools

Dispute Resolution

- The complaints process may be initiated at the school or directly to the Federal Programs Director.
- Parents, guardians, or unaccompanied youth who initiate a complaint, may do so in writing.
- Written notice should be complete, as brief as possible, and simply stated.
- The Federal Programs Director will provide a written response to the dispute within 5 school days.
 - The response will include a notice of the right to appeal, to the Superintendent of Schools, the decision of the Federal Programs Director.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Federal Programs Director, an appeal may be filed with the Superintendent of School.
- The Superintendent will provide a written response to the appeal within 5 school days.
 - The Superintendent's response will include a notice of the right to appeal his/her decision to the Local Governance Board.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Superintendent, an appeal may be filed with the Local Governance Board.
- Within thirty working days of receipt of the appeal of the Superintendent's decision, the Superintendent will present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Federal Programs Director, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- The Board will either uphold the recommendation of the Superintendent or require the District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Governance Board or as a separate written statement that will include the right to appeal to the Georgia Department of Education. The Board will be the final reviewing authority within the system.
- If the parent, guardian, or unaccompanied youth is dissatisfied with the decision of the Local Governance Board, an appeal may be filed with the Deputy Superintendent of Teacher and Student Support at the Georgia Department of Education, 1854 Twin Towers East, Atlanta, GA 30334.

District: Quitman County Schools
Complaint Form for Federal Programs

Please Print

Name of (Complainant):	
Mailing Address:	
Phone Number (home):	
Phone Number (work):	
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the District has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Date Received:	
Response to Claimant:	
Date of Response to Claimant:	