



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

## How to File a Title I Complaint

**Complaints must be in writing and be signed and received by the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the Local Education Agency shall assist the parent in the complaint process.**

### The Complaint Must Include:

1. The **Name** and **Contact** Information of the Complainant.
2. A **statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring.**
3. **Steps** taken at the **Local Level** to resolve this complaint.
4. A **Copy of the final decision** from local **School Board** in regards to the complaint.
5. Signature of Complainant.

### Mail Complaint to:

Virginia M. Barry, PH. D., Commissioner  
c/o Stephanie Lafreniere, Title I Administrator  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301

For more information regarding New Hampshire's Complaint Rules, please refer to the following link:

<http://www.gencourt.state.nh.us/rules/ed200.html>

# Title I Complaint Form

**1. Contact Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Student Information *(if applicable)*: \_\_\_\_\_

School/District Information *(if applicable)*: \_\_\_\_\_

**2. Program Specific Information:**

\_\_\_\_\_ Title I, Part A          \_\_\_\_\_ Even Start          \_\_\_\_\_ Reading First

\_\_\_\_\_ Title I, Part D          \_\_\_\_\_ Migrant Education

**3. Statement of Violation of Federal Requirement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Chronology of Events: *(Include date and persons involved for each event.)***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Steps taken at the Local Level to resolve this complaint:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. School Board Ruling Information:**

Date of School Board Meeting: \_\_\_\_\_

**Attach a copy of final decision**

**7. Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



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## Title I Complaint Process Timeline

Activity	Time Line
Title I Office receives copy of complaint and logs in	Date Stamped
Title I Office issues a receipt of complaint to complainant	2 working days
Title I Office investigates complaint going onsite if necessary	10 working days
If not resolved by Title I Office, a complaint is forwarded to Office of Legislation and Hearings for assignment to a Mediator	
Mediation is scheduled	15 working days
Resolution is determined by mediator and both parties	15 working days
Written Report Issued to all parties	5 working days
If parties are unable to resolve dispute complainant may, within 30 days of the mediator's report, request State Board Hearing pursuant to RSA 21-N:II,III and in accordance with Ed 200.	
A final decision by State Board may be forwarded to the Secretary of the US Department of Education for review; said review to be at the discretion of the Secretary.	
The NH State Director of Title I, with support from other members of the NH DOE staff will oversee this process and monitor the progress of complaint resolution.	