

Louisiana State Department of Education  
Division of Federal Programs  
Equitable Services Complaint Form  
Office of State Ombudsman

Check Complaint Type: \_\_\_ Informal \_\_\_ Formal

**Section 1. Private School Information**

Name of Person Filing Complaint \_\_\_\_\_

Title/Position of Person Filing Complaint \_\_\_\_\_

School Address \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_

Office Fax Number \_\_\_\_\_

Other Contact Number(s) \_\_\_\_\_

**Section 2. LEA Information**

LEA Complaint Filed Against \_\_\_\_\_

LEA Contact Person/Title \_\_\_\_\_

LEA Address \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_

Office Fax Number \_\_\_\_\_

Other Contact Numbers \_\_\_\_\_

**Section 3. Parent Information**

LEA Complaint Filed Against \_\_\_\_\_

Name of Person Filing the Complaint \_\_\_\_\_

Home/Business Address \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Other Contact Numbers \_\_\_\_\_

**Section 4. Complaint Information and Documentation**

**State the Title(s) and the equitable services that you feel were violated. Please describe the issue and include: names, dates, response and steps taken to resolve the issue.**

**Forward/attach supporting documentation (meaningful consultation, emails, etc.)**

**Complaint Information and Documentation Continued...**

## **Non-Public/Private Equitable Services Complaint Procedures**

ESEA, as amended by the Every Student Succeeds Act of 2015 (ESSA) (Sections 1117 and 8501) requires State Educational Agencies (SEAs) to have written procedures for receiving and resolving any complaint alleging violations of the law related to equitable services programs for Non-Public/Private school children, teachers, school officials and parents/families. Private school officials have recourse through the complaint process if they do not believe their eligible students or teachers are receiving equitable services. The State Ombudsman serves as the primary point of contact for responding and resolving any complaints regarding equitable services.

If the Non-Public/Private school officials believe that timely and meaningful consultation has not occurred, the following steps need to take place:

1<sup>st</sup> – Contact the local school system to discuss the concerns

2<sup>nd</sup> – If applicable contact the third party contractor/provider to discuss the concerns

3<sup>rd</sup> - File a written complaint with the State's Ombudsman using the online form or a written correspondence which must include:

- Whether the complaint is informal or formal
- The complainant's contact information
- The LEA/School System complaint filed against
- LEA/School System contact person and contact information
- Statement listing the Title(s) or services that you think were violated
- Statements explaining the facts, dates and events on how the LEA/School System or third party contractor/provider failed to meet equitable services requirements.
- Any documents that support the complaint
- Explain the complainant's steps/efforts to resolve the complaint

### **PLEASE NOTE...**

The timeframe that a State Education Agency (SEA) has for responding to a formal complaint from parents, teachers or other individuals concerning violations of Elementary and Secondary Education Act of 1965, amended by Every Student Succeeds Act of 2015, Section 8501, regarding the participation by Non-Public/Private school children and teachers is 45 days. In addition, the Secretary of Education must investigate and resolve an appeal of an SEA's resolution of a complaint within 90 days.