



Tattnall County School District

Federal Complaint Procedures

Federal Complaint Procedures under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA)

A. Grounds for a Complaint

Any individual, organization, or agency (complainant) may file a complaint with the Local Educational Agency (LEA) if that individual, organization, or agency believes and alleges that the LEA is violating a Federal statute or regulation that applies to a program under ESSA. The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by LEA
2. Title I, Part A: Family-School Partnership Program
3. Title I, Part C: Education of Migratory Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Supporting Effective Instruction
6. Title III, Part A: Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support and Academic Enrichment (SSAE)
8. Title IV, Part B: 21st Century Community Learning Centers
9. Title V, Part B: Rural Education Initiative
10. Title IX, Part A: McKinney-Vento Education for Homeless Children and Youth
11. Title I, Part A, Section 1003(a) and 1003 (g): School Improvement Grant Program
12. IDEA Individuals with Disabilities Act
13. School Food Nutrition Programs

C. Complaints at the Local Level

By accepting Federal funds, the LEA agrees to accept and resolve complaints alleging violations of the law in the administration of covered programs. A complaint should not be filed with the GADOE until every effort has been made to resolve the issue locally. If a complainant has tried to file a complaint with the LEA to no avail, the complainant must provide the GADOE with written proof of their attempt to resolve the issue at the local level.

Complaints from private schools, Tattnall County School System employees, parents, and community stakeholders must be filed in writing to the site-based administrator or his/her designee.

In the event the complaint cannot be resolved at the site level, a formal complaint must be filed in writing to the Tattnall County School Superintendent or his/her designee.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the Tattnall County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with a school, and if so, with which school;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Superintendent or designee received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Superintendent or designee may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent or designee will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. The 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

F. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education

Office of Legal Services

205 Jesse Hill Jr. Drive SE

2052 Twin Tower East

Atlanta, Georgia 30334

Stakeholders are made aware of the Federal Programs Complaint Procedures and form through the district website and Tattnall County School Student Handbook. Paper copies are available at each school and the district office.