

Title I Complaint Procedure

North Putnam Community School Corporation

Definition of a Complaint

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the North Putnam School Corporation Title I program has been violated and 2) information that supports the allegation.

Who May Complain

A parent, teacher, other concerned individual (s), or organization (s) may file a complaint.

All Complaints Must:

- Be written
- Be signed by the person or agency representative filing the complaint and include contact information
- Specify the requirement of law or regulation being violated regarding the provision of Title I Services and the related issue, problem, and/or concern
- Contain information/evidence supporting the complaint
- State the nature of the corrective action desired

Complaint Procedures

1. Receiving complaints: Complaints should be formally registered with: Mr. Rodney Simpson, North Putnam Community Schools Director of Student Programs and Grants Coordinator. Send completed North Putnam Community Schools Complaint form to rsimpson@nputnam.k12.in.us
2. Investigating Complaints: Upon receipt of the written complaint, North Putnam Community Schools personnel will investigate the complaint within 30 business days.
3. Resolving Complaints: North Putnam Community School Corporation personnel will resolve the complaint within 30 business days.
4. Appealing Complaints: If North Putnam Community School Corporation personnel fail to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support Division.