

# West Lafayette Elementary School

West Lafayette Community School Corporation  
600 Cumberland Avenue West Lafayette, IN 47906-1522

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## **Title I Complaint Procedure Policy**

The Local Education Agency level complaint procedures are posted in the Title I section of our webpage. Below is a copy of these policies.

### **Title I Complaint Procedures are as follows:**

Any Public or non-public school parent, teacher, or other interested person or agency may file a complaint about the federal Title I program.

#### **All complaints must:**

- Be in written form;
- Be signed by the person or law agency filing the complaint;
- Specify the requirement of the law or regulation being violated and related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint;
- State the nature of the corrective action desired.

#### **Upon receipt of the complaint:**

- The Corporation will issue a letter of acknowledgment to the complaint that contains the following information:
  - The date the Corporation received the information;
  - How the complaint may provide additional information;
  - A statement in the ways the Corporation may investigate the complaint;
  - The Corporation is committed to resolving the complaint.
- The superintendent will investigate or designate a building administrator to investigate the complaint.
- If the investigator determines that a violation has occurred
  - There will be a corrective action to return to compliance.
  - All complaints and responses will be kept on file at the corporation and LEA offices.