

New York State Complaint Form

The following sample form may be used to file a State Complaint. Use of this sample form is not mandated, however the asterisked (*) information on the sample form is required under section 300.153(b) of the Code of Federal Regulations and section 200.5(l)(1) of the Regulations of the Commissioner of Education to file a State Complaint. State Complaints should be mailed to: New York State Education Department, Office of ESSA Funded Programs, Attention: Complaint Coordinator, 89 Washington Avenue, Room 320EB, Albany, New York 12234.

Complaint Contact Information (Complainant)

Name of Person/Organization filing the complaint:		Date:
Relationship to the Student--Check One: <input type="checkbox"/> Parent or Person in Parental Relationship <input type="checkbox"/> Surrogate Parent <input type="checkbox"/> Parent's Attorney <input type="checkbox"/> School District/State Agency Representative <input type="checkbox"/> Other _____		
*Contact Information for Complainant:		
Mailing Address:	Telephone: Day: _____ Work: _____	
What is the best time to contact you (the complainant) and at what phone number? _____		

Student Information (if you are alleging a violation with respect to a specific student)

*Child's Name:	Date of Birth:
*Address of Child's Residence (if any):	
*Name of the School the Child Attends:	
Name of the School District of Residence (if different from the school the child attends):	
Address of the School the Child Attends:	
*Additional Contact Information for Homeless Child or Youth (if available):	
Parent's Name:	
Parent's Address:	
This form <u>must</u> be signed or it cannot be processed and will be returned to you for signature. <ul style="list-style-type: none"> The New York State Education Department will only accept formal complaints with ORIGINAL signature. State Complaints that are faxed or emailed will <u>not</u> be accepted. *A copy of the State Complaint must be sent by the complainant to the school district or public agency against whom the complaint is filed at the same time it is sent to New York State Education Department. 	

***Complainant Signature:** _____

Have you sent a copy of this complaint to the superintendent of the school district or public agency that you are alleging violated a law or regulation? Yes No