



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

## How to File a Title I Complaint

**Complaints must be in writing and be signed and received by the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the Local Education Agency shall assist the parent in the complaint process.**

### The Complaint Must Include:

1. The **Name** and **Contact** Information of the Complainant.
2. A **statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring.**
3. **Steps** taken at the **Local Level** to resolve this complaint.
4. A **Copy of the final decision** from local **School Board** in regards to the complaint.
5. Signature of Complainant.

### Mail Complaint to:

Virginia M. Barry, PH. D., Commissioner  
c/o Stephanie Lafreniere, Title I Administrator  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301

For more information regarding New Hampshire's Complaint Rules, please refer to the following link:

<http://www.gencourt.state.nh.us/rules/ed200.html>

# Title I Complaint Form

**1. Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Student Information (if applicable): \_\_\_\_\_

School/District Information (if applicable): \_\_\_\_\_

**2. Program Specific Information:**

\_\_\_\_\_ Title I, Part A          \_\_\_\_\_ Even Start          \_\_\_\_\_ Reading First

\_\_\_\_\_ Title I, Part D          \_\_\_\_\_ Migrant Education

**3. Statement of Violation of Federal Requirement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Chronology of Events: (Include date and persons involved for each event.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Steps taken at the Local Level to resolve this complaint:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. School Board Ruling Information:**

Date of School Board Meeting: \_\_\_\_\_

**Attach a copy of final decision**

**7. Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



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## Title I Complaint Process Timeline

| Activity  | Time Line       |
|---|-----------------|
| Title I Office receives copy of complaint and logs in   | Date Stamped    |
| Title I Office issues a receipt of complaint to complainant   | 2 working days  |
| Title I Office investigates complaint going onsite if necessary   | 10 working days |
| If not resolved by Title I Office, a complaint is forwarded to Office of Legislation and Hearings for assignment to a Mediator  |                 |
| Mediation is scheduled  | 15 working days |
| Resolution is determined by mediator and both parties   | 15 working days |
| Written Report Issued to all parties  | 5 working days  |
| If parties are unable to resolve dispute complainant may, within 30 days of the mediator's report, request State Board Hearing pursuant to RSA 21-N:II,III and in accordance with Ed 200. |                 |
| A final decision by State Board may be forwarded to the Secretary of the US Department of Education for review; said review to be at the discretion of the Secretary.                     |                 |
| The NH State Director of Title I, with support from other members of the NH DOE staff will oversee this process and monitor the progress of complaint resolution.                         |                 |