

1 Complainant Contact Information

Name:	Phone:	Fax:	Email:
Mailing address:		Additional contact information (optional):	

2 School Information

District/Charter School	Campus
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3 Complaint Description

Your complaint must allege non-compliance with a requirement of a federal or state education law, rule, or established state or TEA policy. Please use additional sheets as needed.

Describe the details of the complaint. For example, describe the actions of the school, when the actions occurred, persons involved, and the current situation. Describe or attach the documents that would be helpful for the Agency to review.

Please select all areas that apply (hold the Ctrl button and select all that apply):

For complaints regarding Special Education, please use the Special Education Complaint Resolution Process found at <http://www.tea.state.tx.us/special.ed/medcom/compinfo.html>

1. Describe the nature of the problem.

2. Describe the facts on which the allegation is based.

3. What are significant dates and events related to the problem.

4. Describe the documents that support the described facts.

5. Describe any efforts to resolve the complaint in others ways, such as district or charter school's local complaint process.

Complainant printed name

Date

Complainant signature

Date