

6111 West Ridge Road, Gary, IN 46408

Phone: 219-838-1819

Fax: 219-989-7802

[www.lakeridge.k12.in.us](http://www.lakeridge.k12.in.us)

## **Title I Complaint Procedure**

### **Definition of a Complaint**

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Title I local educational agency (Lake Ridge New Tech Schools) program has been violated; and 2) information that supports the allegation.

### **Who May Complain**

Any 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; and
- State the nature of the corrective action desired.

### **Complaint Procedure**

1. Receiving Complaints: Complaints should be formally registered with the Assistant Superintendent, Cynthia Mose-Trevino. ([ctrevino@lakerigdeschools.net](mailto:ctrevino@lakerigdeschools.net))  
6111 W. Ridge Road, Gary, IN 46408 (219) 838-1819
2. Investigating Complaints: Upon receipt of the written complaint, Lake Ridge New Tech Schools will investigate the complaint within 10 business days.
3. Resolving Complaints: Lake Ridge New Tech Schools will resolve the complaint within 20 business days.
4. Appealing Complaints: If Lake Ridge New Tech Schools fails 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.

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## Title I Complaint Form

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

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

Phone #: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

How has the school violated a requirement of federal statute or regulation that applies to Title I:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The facts on which the statement is based:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired corrective action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_