

**ARKANSAS DEPARTMENT OF EDUCATION
DIVISION OF ELEMENTARY & SECONDARY EDUCATION
FEDERAL PROGRAM UNIT**



**Office of the Federal Programs Ombudsman for Equitable Services
Complaint Form for Equitable Services Covered Under Title I and Title VIII Programs**

Non-Public School Information (Private School filing a complaint):

Non-Public School Name:	
Address:	
Authorized Representative Name: (Person filing complaint)	
Authorized Representative Phone:	
Authorized Representative Email:	

LEA Information (Local Educational Agency which the complaint is against):

LEA Name:	
LEA Representative Name:	
LEA Representative Phone:	
LEA Representative Email:	

Federal Programs covered under Title I and VIII (ESEA section 1117 and 8501):

- Title I, Part A – Improving basic programs operated by LEAs
- Title I, Part C – Education of Migratory Children
- Title II, Part A – Supporting effective instruction state grants
- Title III, Part A – English language acquisition, language enhancement, and academic achievement
- Title IV, Part A – Student support and academic enrichment grants
- Title IV, Part B – 21st Century Community Learning Centers

- 1- What federal statutory or regulatory requirements that apply to equitable services do you feel have been violated? (Please attach any supporting documentation.)**

- 2- Please describe the issue(s), including dates; and any steps you have taken and people you have contacted from the LEA to resolve the issue and their response(s). Please attach any supporting documentation.**

3- Please describe the solution or the action you feel would resolve this problem.

4- Are you willing to participate in the mediation process to try to resolve your concerns?

☐ Yes ☐ No

This form must be completed, signed, and submitted via to the Arkansas Office of the Federal Programs Ombudsman for Equitable Services at 1401 W Capitol Avenue, Suite 430, Little Rock, AR. 72201 and send a copy to the local school district.

In lieu of mailing, you can email the form to: Alisha.Ross@ade.arkansas.gov, and please copy the local school district in it.

Change to Existing Requirement: Complaint Process for Participation of Private School Children – Time Limit The timeframe that an SEA has for responding to a complaint from parents, teachers, or other individuals concerning violations of ESEA section 8501 regarding the participation by private school children and teachers is 45 days. In addition, the Secretary must investigate and resolve an appeal of an SEA’s resolution of a complaint within 90 days.
(ESEA section 8503.)

For ADE-DESE internal use only-

Date of receipt of form:

Completion of complaint process:

Relevant Statutory, Regulatory, and Guidance References

- [Title I Equitable Services Non-Regulatory Guidance](#) Sections E & F
- [Title VIII Equitable Services Non-Regulatory Guidance](#) Sections D & E
- 34 C.F.R. §299.12-13
- ESSA Sections 1117(b)(6); 1117(c)2; and 8501(c)6

