**Letter of Complaint**

Dear State Ombudsman:

I am writing as a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (private school) and the students who are eligible to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (federal program). The purpose of this letter is to file a complaint on behalf of these students because the process for reaching agreement through consultation with the public school official from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LEA) has not been met. The consultation:

\_\_\_ Was not timely or meaningful;

\_\_\_ Did not give due consideration to the views of the private school officials

\_\_\_ Did not make a decision that treats the private school or its students equitably.

I have discussed the matter with the Local Educational Agency (LEA) official (name all that apply):

Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Consultation Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Program Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have contacted the WDE for informal mediation and I believe the problem has not been satisfactorily resolved.

This formal complaint specifically includes:

1. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to a program requiring equitable participation; and
2. The facts on which the statement is based and the specific statutory or regulatory requirement allegedly violated; and
3. The signature of the complainant.

Appropriate documentation is attached, which includes meeting minutes, notes from conference calls, the completed [*Letter of Concern to the LEA*](https://www.doe.in.gov/grants/ombudsman)*,* documentation of informal mediation by the WDE, and LEA contact information.

Through this complaint, I am requesting that:

\_\_\_ The LEA return to consultation, and as appropriate, take into account the expressed needs of the private school students and the appropriate activities explained above that meet those needs; or

\_\_\_ The WDE works with the LEA to reach a positive resolution; or\_\_\_ The WDE provides equitable services in lieu of the LEA through a third party contractor.

It is my understanding that the resolution of this complaint must be completed within 45 days from the date of this letter. If you have questions, I am available to answer them. I look forward to a positive resolution to this situation by \_\_\_\_\_\_\_\_\_\_\_\_\_ (date). *Please submit this letter and supporting documentation to the Equitable Services Ombudsman: shannon.cranmore@wyo.gov*

Respectfully,

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

Complainant (printed)

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Complainant Signature Date Email Phone