



Dr. Karen Barber
Director of Federal Programs
5086 Canal Street
Milton, Florida 32570-6706

Phone: 850/983-5001
Suncom: 689-5001
Facsimile: 850/983-5011
E-mail: barberk@mail.santarosa.k12.fl.us

Complaint Form

Section 9304(a)(3)(C) of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind (NCLB) Act of 2001 (P.L. 107-110) requires states to adopt written procedures for the receipt and resolution of complaints alleging violations of law in the administration of the programs in P.L. 107-110.

Complaint Procedures for NCLB

Individuals filing complaints **must** include the following written information:

1. The name of school, campus, or school employee alleged to have violated a specific federal requirement

2. The specific requirement you believe is violated: _____

3. The actions, facts and documentation on which you base your complaint.

4. Documentation of the efforts to resolve the complaint through the local parent complaint process.

5. The resolution you expect.

Person Filing the Complaint

Full Name (PLEASE PRINT)

Date of Complaint

Signature of Individual Filing Complaint

Street Address City State Zip

Phone Number Cell Phone E-Mail



Person Receiving Complaint

Full Name (PLEASE PRINT)

Date of Complaint

Signature of Individual Receiving Complaint

Street Address City State Zip

Phone Number

Cell Phone

E-Mail

RESOLUTION STEPS

DATE	PERSON TAKING ACTION	ACTION DESCRIPTION	OUTCOME

Referred to the Florida Department of Education

Yes No

Date of Referral: _____

Person Receiving Referral: _____

Outcome: