

DELAWARE DEPARTMENT OF EDUCATION



EQUITABLE SERVICES NON-COMPLIANCE COMPLAINT FORM

Purpose

This form should be completed by the private school requesting assistance from the State of Delaware's equitable services ombudsman to resolve non-compliance federal statutory Title I, Part A, Title II, Part A, Title III and/or Title IV, Part A equitable services issues with geographic districts per the Elementary and Secondary Education Act (Section 1117(b)(6)(B) and 8501 (c)(6)(B)). A non-compliance complaint may be submitted for one or any of the following conditions¹:

- The district did not engage in consultation that was meaningful and timely
- The district did not give due consideration to the views of the private school official
- The district did not make a decision that treats the private school students equitably

Process

The private school should submit this form within 30 days of the last communication with the geographic district that resulted in issue(s) not being resolved. Forms can either be mailed or emailed to:

Dr. Marc Edery, Ombudsman
Delaware Department of Education
Collette Education Center
35 Commerce Way, Suite 1
Dover, DE 19904
marc.edery@doe.k12.de.us

Once received, the ombudsman will have 45 days to address the issue(s). Incomplete forms or issues not related to statutory requirements will be remanded to the geographic district and private school to resolve.

Complaint Information

Name of private school:

Address of private school:

Name of person filing complaint:

Title/position of person filing complaint:

Email:

Phone number:

¹ Refer to the Delaware Regulations, Title 14, 200 Administrative and Operations, 258 Federal Programs General Complaint Procedures for the complaint process for all other issues at:
<http://regulations.delaware.gov/AdminCode/title14/200/258.shtml#TopOfPage><http://regulations.delaware.gov/AdminCode/title14/200/258.shtml#TopOfPage>

Name of district complaint is against:

District contact name:

District contact email:

District contact phone number:

Indicate the compliance issue(s) you feel has been violated:

- ☐ The district did not engage in consultation that was meaningful and timely;
- ☐ The district did not give due consideration to the views of the private school official,
- ☐ The district did not make a decision that treats the private school students equitably.

Describe the issue(s). Provide the steps you have taken to resolve the issue; including dates of activities, district staff you have contacted and their response(s). Please attach supporting documentation.