



### **Forsyth County Schools Complaint Procedures**

Parents, students, staff, private schools, and the general public have the right to file a complaint regarding the following Federal Programs: Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies; Title I, Part B, Subpart 3: Even Start Family Literacy; Title I, Part C: Education of Migrant Children; Title I, Part D: Prevention and Intervention; Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk; Title II, Part A: Teacher and Principal Training and Recruiting Fund; Title II, Part D: Enhancing Education Through Technology; Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement; Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers; Title VI, Part A, Subpart 1, Section 6111: State Assessment Program; Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program; Title VI, Part B, Subpart 2: Rural and Low-Income Schools; Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children; Title X, Part C – McKinney-Vento Homeless Assistance Act

Any and all complaints should be addressed with local school staff and/or administrators. If no resolution is determined, a complaint may be made in writing and signed by the complainant. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education (GaDOE) until every effort has been made to resolve the issue through local written complaint procedures.

The complaint must include the following:

- (1) A statement that Forsyth County Schools has violated a requirement of a federal statute or regulation that applies to an applicable program.
- (2) The date on which the violation occurred.
- (3) The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
- (4) A list of the names and telephone numbers of individuals who can provide additional information.
- (5) Whether a complaint has been filed with any other government agency, and if so, which agency.
- (6) Copies of all applicable documents supporting the complainant's position.
- (7) The address of the complainant.

The complaint must be addressed to:

Federal Program Director (for program the complaint is filed against)  
Forsyth County Schools  
1120 Dahlonega Hwy.  
Cumming, GA 30040