

**COMPLAINT/DISPUTE RESOLUTION PROCEDURES  
FOR PROGRAMS UNDER  
THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)**



As required by the General Provisions of the Elementary and Secondary Education Act (ESEA), the Sitka School District has developed the following procedures for receiving and resolving complaints. This includes complaints regarding the following programs:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part C: Education of Migratory Children
- Title I, Part D: Neglected and Delinquent Programs
- Title II, Part A: Supporting Effective Instruction
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV-A: Student Support and Academic Enrichment Grants
- Title VI: Indian, Native Hawaiian, and Alaska Native Education
- Title VII: Impact Aid
- Title VII, Subpart B of the McKinney-Vento Homeless Assistance Act: Education for Homeless Children and Youth Program (McKinney-Vento Act)

**Complaint Process:** A person may file a written complaint with the district alleging that the school district has failed to comply with the requirement of the Elementary and Secondary Education Act and seek a review of those allegations.

For a complaint to be reviewed, it must include:

1. A statement describing the provision of law that the school district has allegedly violated;
2. A statement of the facts that the complainant alleges to establish the violation;
3. The name and address of the complainant.

Submit complaints to the Federal Program Manager at the District Office. The district has 30 business days in which to respond to the complaint.

**Appeal Process:** The individual must first file a written complaint with the school district. If the complaint is not resolved by the school district, the individual may file a complaint with the Alaska Department of Education & Early Development according to the procedures outlined in the regulation.