



Title I

Cobb County School District (CCSD)
“Empowering Dreams for the Future”

Constance Carter
Supervisor

LaDonna Strickland
Secretary

Cobb County School District Complaint Procedure under the Elementary and Secondary Education Act of 1965

Legal Reference:

Section 9304 – General Applicability of State Educational Agency Assurances

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Cobb County School District (CCSD), if that individual, organization or agency believes and alleges that CCSD is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title II, Part A: Teacher and Principal Training and Recruiting Fund
4. Title II, Part D: Enhancing Education Through Technology
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
6. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
7. Title IV, Part A, Subpart 2: Community Service Grants
8. Title IV, Part B: 21st Century Community Learning Centers
9. Title V, Part A: Innovative Programs
10. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
11. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
12. Title IX, Part E, Subpart 1, Section 9503: Complaint Process For Participation of Private School Children

C. Complaint Originating at the Local Level

All complaint originating at the local level 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. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue at the local level.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that CCSD has violated a requirement of the 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 of the Federal statute or regulation given at the top of this document);
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 document supporting the complainant's position, and
7. The address of the complainant.

Submit your documentation and appeal in writing to the following contact:

**Amy Krause
Cobb County School District
Chief Academic Officer
514 Glover Street
Marietta, GA 30361**

E. Investigation of Complaint

Within ten working days of receipt of the complaint, the Superintendent of his designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the District received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the District may investigate or address the complaint, and
4. Any other pertinent information.

If the complaint involves a specific CCSD Area or department, the superintendent will also send a copy of the Letter of Acknowledgement to the Area Superintendent & the Office of Accountability, along with a copy of the complaint. The Superintendent or his designee will contact the identified CCSD Area or Department to clarify the issues and review the complaint process.

The Superintendent of his designee will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

F. Right of Appeal

If an individual, organization or agency aggrieved by the final decision of the CCSD, that individual, organization, or agency has the right to request review of the decision by the GaDOE. The appeal must be accompanied by a copy of the CCSD's decision and include a complete statement of the reasons supporting the appeal.

G. Filing an Appeal Review with the Georgia Department of Education

Procedures for filing with the Georgia Department of Education can be found at:
http://archives.gadoe.org/title_complaint.aspx

Submit your documentation and appeal in writing to the following address:

Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Towers East
Atlanta, GA 30334

Once the complaint is received the Office of Legal Services, it will be copied and forwarded to the appropriate Federal Program Manager.