



Burriss Laboratory School Title 1 Complaint Resolution Procedures

Burriss Laboratory strives to meet the needs of all families and students served through Title 1. If we have failed to meet your expectations, we want to know about it. When concerns are shared with us in writing, the procedures outlined below will govern the investigation and resolution of these actions.

Who may submit a complaint?	Public or private school parents, teachers, and administrators as well as other concerned individuals or organizations.
What must a complaint to Burriss Laboratory School contain?	All complaints must: <ul style="list-style-type: none">• Be written• Be signed by the individual or organization filling the complaint• Specify the federal and/or state statute or regulation that has been violated• Describe the concern using facts related to the matter• State the nature of the corrective action desired
Where should a Title 1 complaint be sent?	Mrs. Dawn Miller, Principal Burriss Laboratory School 2201 W. University Ave. Muncie, Indiana 47306
How will a Title 1 complaint be handled by Burriss Laboratory School?	Upon receipt of a written complaint, the complaint will be assigned to someone to investigate. Once the investigation has been completed, a report describing the complaint, summarizing the investigation, and recommending a resolution will be prepared and issued to all parties. The recommended resolution will become effective upon issuance of the report. The Title 1 Teacher will ensure that the resolution recommendation is implemented. The period between complaint receipt and resolution of the complaint shall not exceed sixty calendar days.
Can Burriss Laboratory resolution decision be appealed?	Either party may appeal the final resolution to the Indiana Department of Education. Send appeals to: Office of Grants Management, Title 1 Indiana Department of Education