

Old Capitol Building
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Olympia, WA 98504-7200

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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

Complaint Procedures for Private Schools Participating in Federal Programs

These are the procedures for receiving, investigating, and resolving complaints from parents, teachers, or other individuals and organizations regarding federal programs equitable services to private schools. Submit complaints to the Office of Superintendent of Public Instruction (OSPI) for a written resolution within 45 days.

Resolving Disagreements

If a disagreement regarding services arises, private school officials and districts are encouraged to first work together to resolve the issue. Private school officials should contact the district to discuss their concerns.

Unresolved Complaint Procedures

If the private school official believes that the consultation process was not timely and meaningful, they must indicate this on the Affirmation of Consultation. If this occurs, OSPI will follow-up with the private school and the district upon receipt of the Affirmation of Consultation. Technical assistance or a more detailed investigation will occur.

If the private school and the district are not able to come to a resolution through direct communication, a formal complaint can be submitted to OSPI. The written complaint must include:

- The name and address of the complainant.
- A statement that the district or in some cases, OSPI, has violated a requirement of a federal statute or regulation that applies to a program requiring equitable participation.
- The specific requirement alleged to have been violated.
- The facts on which the complaint is based.
- The expected resolution of the alleged violation.
- The signature of the complainant.

Send complaints to:

Sheila Gerrish
Federal Programs-Private Schools Unit
Office of Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200

After OSPI receives a complaint, it has 45 days to respond. A copy of the complaint and any accompanying documentation will be sent to the district for a response within 20 days. A copy of the district's response is then sent to the complainant, and they are given an opportunity to reply. OSPI will determine whether the district is in violation of any requirement regarding equitable services.

OSPI will issue a written decision to the complainant and respondent that addresses each allegation, and may provide technical assistance activities or negotiations, and corrective measures to resolve the complaint. All actions shall be instituted no later than 30 calendar days after the date of the decision. A complaint is considered resolved when OSPI has issued a written decision and corrective measures have been completed. The written decision by OSPI is the final decision. Appeals to OSPI decisions can be made to the United States Department of Education (ED) within 30 days. ED has 30 days to resolve a complaint.

INFORMATION AND ASSISTANCE

For assistance with a complaint or for questions regarding the complaint procedures, contact Sheila Gerrish, Program Supervisor at sheila.gerrish@k12.wa.us; or Julie Chace, Program Specialist at julie.chace@k12.wa.us. You may also contact the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.

Additional information regarding private school participation in federal programs is available on OSPI's [private school webpage](#).