

## **Title I Complaint Procedure**

Any parent or guardian with a concern regarding Title I Services is encouraged to communicate with your child's Title I service provider for a satisfactory resolution.

1. Email or call the teacher providing the AIS or RTI services. Describe the concern and the matter for which you are seeking information or resolution.
2. If the matter is not resolved satisfactorily, contact the Building Principal.
3. If the matter is not resolved satisfactorily, contact the Assistant Superintendent for Curriculum and Instruction (Dr. Sonia Hood, [shood@elwood.k12.ny.us](mailto:shood@elwood.k12.ny.us)).
4. If the matter is not resolved satisfactorily, contact the Superintendent of Schools (Dr. Gayle Steele, [gsteele@elwood.k12.ny.us](mailto:gsteele@elwood.k12.ny.us)).