



Madison Consolidated Schools Title I Complaint Procedure

Definition of a complaint:

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Madison Consolidated Schools (MCS) Title I program has been violated and 2) information that supports the allegation.

Who may file a complaint:

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint.

All complaints must:

- Be written;
- Be signed by the person or agency representative filing the complaint and include contact information;
- Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint; and
- State the nature of the corrective action desired.

Complaint Procedures

1. Receiving Complaints:
 - a. Complaints should be formally registered with: Mr. Shaun D. Pennington, Madison Consolidated Schools Grants & Compliance Specialist. Completed MCS Title I Complaint forms to can be emailed to spennington@madison.k12.in.us
2. Investigating Complaints:
 - a. Upon receipt of the written complaint, MCS personnel will investigate the complaint within 30 business days.
3. Resolving Complaints:
 - a. MCS personnel will resolve the complaint within 30 business days.
4. Appealing Complaints:
 - a. If MCS personnel fail to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support division.

Please contact the person listed below for more information:

Shaun D. Pennington
(812) 265-6756 ext:162

Grants & Compliance Specialist
spennington@madison.k12.in.us

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Madison Consolidated Schools Title I Complaint Form

Name: _____

Address: _____

Phone #: _____

School: _____

Signature: _____

Describe the violation of a requirement of federal statute or regulation that applies to Title I:

The facts on which the statement is based:

Desired corrective action:
