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**COMPLAINT FORM FOR SUBMISSION TO CHARTER SCHOOL BOARD OF TRUSTEES**

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Subdivision 2855(4) of the New York Education Law (part of the Charter Schools Act) provides that parents (as well as any other individual) who believe that a charter school has **violated a term of its charter or applicable law** may complain formally to the school's board of trustees and seek relief.

Before you use this formal complaint process, it is very important for you determine positively that your complaint involves a violation of the charter or law. If it does not, this formal process is not the appropriate avenue for you to seek a solution to your problem. In addition to a formal complaint policy, many schools have more informal means of resolving issues that may involve your child.

This form may be used to file a **formal complaint** with the board of trustees of your son's or daughter's school. It is provided for your convenience only and need not be used; however, the information requested in this form should be provided to the school board in some coherent format. Please note that many charter school boards of trustees have appointed some other person or entity to handle complaints on behalf of the school board. This information is available in the school's complaint policy, which should be on file in the school's office.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Best Time To Reach You: \_\_\_\_\_

Name of Charter School: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Student(s): \_\_\_\_\_

Your Relationship to Student(s)/School: \_\_\_\_\_



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**Complaint Form for Submission to Charter School Board of Trustees (Cont.)**

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*Attach additional pages if necessary.*

**2. Describe specifically the action you are now seeking:**

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**3. Please attach any relevant documentation, reports, etc. in support of your complaint to this form. Contact the school directly for instructions regarding the submission of these materials to the school board or the person or entity who handles complaints on the school board's behalf.**