



Charter Schools Institute
The State University of New York

FORMAL COMPLAINTS – APPEAL TO SUNY

Subdivision 2855(4) of the New York Education Law, which is part of the NY Charter Schools Act of 1998, provides a parent, as well as any other individual or entity (such as a contractor or school district) who believes that a charter school has violated a term of its charter or applicable law relating to the management or operation of the charter school, with an opportunity to complain formally to the charter school education corporation’s board of trustees and seek relief. The charter school education corporation is the legal entity that operates the school and may operate more than one school.

If the education corporation board of trustees, or a person or entity it has designated to handle complaints, does not satisfactorily address the issue, you may appeal the decision to the SUNY Charter Schools Institute (the “Institute”). Please remember, the Institute only reviews complaints that were first brought to the education corporation board of trustees.

We provide this form for the convenience of persons bringing appeals. You can write up your own complaint but it should contain all of the information requested below. Please answer all questions as best you can. If the space provided is too limited, attach an additional sheet(s).

Please complete this form and email to charters@suny.edu.
Alternatively, please mail the form to:

SUNY Charter Schools Institute
353 Broadway
Albany, NY 12246

Please be sure to attach copies of all correspondence between you and the school and any evidence related to your complaint.



SUNY FORMAL COMPLAINT FORM

Date: ___/___/___

Name of Person Bringing Complaint: _____

Address: _____

Telephone No.: _____

Email address (if available): _____

Name of Charter School: _____

- Provide a detailed statement of the nature of your original complaint including the law or provision of the charter that you allege has been violated, if known.

Please attach any evidence related to the complaint.

Formal Complaints – Appeal to SUNY Form

2. Have you transmitted your complaint, in writing, to the charter school education corporation’s board of trustees or a person or entity it has designated to handle complaints in accordance with the school’s complaint policy? YES / NO (circle one).

Please attach a copy of the correspondence.

3. Did the board of trustees or its designee respond, in writing, to your complaint? YES / NO (circle one).

If NO, you must wait for the board to respond.

If YES, please attach a copy of the board's response, and go to #4.

4. Has the school taken all the actions noted in its response? YES / NO (circle one).

If, in your opinion, the school has not taken all the actions noted in the response, what aspect(s) of its actions have not been sufficient?

Formal Complaints – Appeal to SUNY Form

5. Describe specifically the action or relief you are now seeking.

SIGNED _____ DATE _____

Please be sure to attach copies of all correspondence between you and the school and submit the completed form together with any attachments to: charters@suny.edu, or:

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