

WESTHILL - ESSA Complaint Process

Below is the process for resolving complaints submitted to the New York State Education Department's (NYSED) Office of ESSA-Funded Programs alleging that a Westhill Central Schools grantee or NYSED has violated a law, rule, or regulation in the administration of any "covered Federal program" under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) identified below.

The ESEA programs for which an individual or entity may submit a complaint to NYSED include:

- Title I, Part A: Grants to Local Educational Agencies
- Title I, Part C: Education of Migratory Children
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A: Supporting Effective Instruction
- Title III, Part A: Language Instruction for English Learners and Immigrant Students
- Title IV, Part A: Student Support and Academic Enhancement Grants
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part B: Rural Education Initiative

To initiate a complaint with NYSED, a complainant must submit a written, signed complaint including the following:

1. A statement that the State, LEA, neglected and/or delinquent facility, or METS Program Center has violated a requirement of a federal statute or regulation that applies to any applicable program listed above.
2. The facts on which the statement is based, include sufficient information as to when, where, and the nature of the activity that is perceived to violate law and/or regulation.
3. Documentation of attempts to resolve the issue with appropriate personnel at the local level where the child, subject to the complaint, attends (e.g. school building, school district, neglected and/or delinquent facility, METS Program Center, or grantee administrators). Appropriate personnel could include the child's teacher, building principal, pupil personnel director, METS Director, Director of the Facility, the superintendent, and/or local board of education.
4. The complainant's recommendation for resolving the complaint.

Complaints may be emailed to CONAPPTA@nysed.gov. Please put the word "COMPLAINT" in the subject line of the email. [NYSED Complaint Procedures Page](#)

Alternatively, a complaint may be mailed to NYSED at the following address:

New York State Education Department Office of ESSA Funded Programs
Attention: Complaint Coordinator
89 Washington Avenue, Room 320EB
Albany, New York 12234.

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- Title IV, Part B: 21st Century Community Learning Centers Title V, Part B: Rural Education Initiative

The procedures contained in this document meet the requirements of ESSA Section 8304(a)(3)(C) and 34 CFR Part 299, Subpart F – Complaint Procedures.