



ELEMENTARY & SECONDARY EDUCATION ACT OF 1965 AS AMENDED BY THE
EVERY STUDENTS SUCCEEDS ACT OF 2015

ESSA Complaint Process

Any person who wishes to register a complaint regarding the District's implementation of ESSA should submit a written, signed, and dated document to the Chief Academic Officer providing the following information:

1. The name of person registering the complaint;
2. Contact information for the person registering the complaint, which must include at least one of the following:
 - a. mailing address;
 - b. facsimile number;
 - c. e-mail address.
3. The nature of the complaint, including as much of the following as possible and as applicable:
 - a. The name of school, campus, or school employee alleged to have violated a specific federal requirement.
 - b. The specific requirement believed to have been violated.
 - c. The actions, facts, and documentation on which the complaint is based.
 - d. Documentation of the efforts to resolve the complaint through the local parent complaint process.
 - e. The resolution that is expected.

Upon receipt, the Chief Academic Officer will refer the complaint to the appropriate principal investigator.

Within 45 working days of receipt of a written, signed, and dated complaint, appropriate principal investigator will investigate the facts of the complaint, determine if those facts substantiate noncompliance with applicable law, and prepare a written response to the person making the complaint. The response will include, at a minimum:

- a. A summary of the relevant key facts;
- b. A determination of whether the facts substantiate noncompliance with applicable law;
- c. A description of any action or remedy that may be provided;
- d. The name and contact information of the person to whom the principal investigator's findings may be appealed.

If extenuating circumstances prevent the investigation and report to the complainant being completed within 45 working days, the appropriate principal investigator will notify the complainant of this circumstance on or before the 45th day, and will provide an estimate of the additional time that will be needed for a response.

If the person making the complaint wishes to appeal the findings of the principal investigator, such appeal should be directed in writing to the Chief Academic Officer.

Within ten working days of receipt of an appeal, the Chief Academic Officer will review the facts and findings of the principal investigator, consider the merits of the appeal, and reply in writing to the person making the appeal. The reply will indicate whether or not the appeal is approved or denied, and any action or remedy that will be provided. This appeal will be the final step in the complaint process.

Complaints may be directed to:

Dr. Wanda Creel
Chief Academic Officer
School District of Lee County
2855 Colonial Boulevard
Fort Myers, Florida 33966-1012

(239) 337-8308

WandaGC@LeeSchools.net