Complaint Form for Chancellor-Authorized Charter Schools

Directions: Please complete the following three pages and submit them with any attachments to:

Office of School Design & Charter Partnerships New York City Department of Education 100 Gold Street, Suite 3500 New York, NY 10038

Or via email to: charterschools@schools.nyc.gov

Today's Date	
Name of Person Bringing Complaint	
Address	
Telephone Number	
E-mail Address	
Name of Charter School	
Name of Student(s) Involved	
Grade of Student(s) Involved	
Date of Incident	

Complaint Form for Chancellor-Authorized Charter Schools (continued)

Step 1: Meeting with School Leadership (e.g., Principal, Executive Director, Academic Dean)

Have you met with school leadership?	
Date of meeting	

- 1. Please provide a **detailed statement** of the nature of the complaint, including the law or provision of the charter that you allege has been violated. (Attach extra pages if necessary.)
- 2. Please **attach any correspondence** between you and the school leadership and a written copy of the school leadership's response to your complaint.

Complaint Form for Chancellor-Authorized Charter Schools (*continued*) STEP 2: Meeting with the Board of Trustees

Have you met with school's Board of Trustees?	
Date of meeting	

- 3. Please **attach a copy** of the written outcome decided upon by the Board of Trustees.
- 4. Please write a brief summary of your reason for appealing the Board's decision.
- 5. Please describe the action or relief you are seeking. (Attach extra pages if necessary.)

Brief Summary