

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	

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