



COVINGTON INDEPENDENT PUBLIC SCHOOLS

25 East Seventh Street ★ Covington, Kentucky 41011 ★ 859.392.1000 ★ 859.292.5801 TTY ★ 859.292.5916 fax
Chartered 1850 ★ An Equal Opportunity Employer M/F/D

LYNDA JACKSON
Superintendent of Schools

Title I Complaint Procedures

Covington Independent Schools

No Child Left Behind (NCLB) requires that there exist a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program. The Covington Independent complaint procedure is as follows:

Every effort will be made to resolve issues and to answer inquiries at the most direct and immediate level. This resolution is facilitated through regular contact between district staff and participating school representatives. If an issue cannot be satisfactorily resolved in this manner, a formal complaint procedure may be implemented.

All formal complaints should be in writing and addressed to:

Suzanne Thompson, Title I Director

212 Levassor Place

Covington, Kentucky 41014

The written complaint must contain the following:

- **The name of the complainant and contact information**
- **The nature of the complaint (the specific violation of the administration of the Title I, Part A program)**

A response to the formal complaint will be issued within thirty working days upon its receipt. After the complaint has received the response, he/she has 30 days to appeal the local decision. The appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.



DESTINATION: GRADUATION