

**Every Student Succeeds Act (ESSA)  
Private Nonprofit (PNP) Complaints and Procedures**

Under ESSA (Sections 1117 and 8501), an independent school district is required to provide eligible private school children, their teachers, and their families services that are equitable to those provided in eligible public schools. Private school officials have recourse through the complaint process if they do not believe their eligible students or teachers are receiving equitable services. The ombudsman serves as the primary point of contact for responding and resolving any complaints regarding equitable services.

If private school officials believe that timely and meaningful consultation has not occurred, they should first discuss concerns with the local school district, regional education service center (ESC), or third-party provider responsible for coordinating the consultation between the two entities. In the event the problem is not resolved, private school officials have the right to file a formal written complaint with the state's ombudsman.

A written complaint must include:

- The complainant's contact information
- The specific requirement(s) not met
- A statement that the local school district, ESC, or third-party provider has failed to meet requirements for equitable participation
- The facts on which the complaint is based
- The dates and events related to the complaint
- Description of documents that support the described facts
- The complainant's efforts to resolve the complaint in other ways

Mailed complaints should be sent directly to:

Texas State Ombudsman for PNP Equitable Services  
Attn: Department of Grants Compliance and Oversight  
Texas Education Agency  
1701 N. Congress Avenue  
Austin, TX 78701

PNP officials may electronically submit the written complaint at:

<https://www.research.net/r/PNPComplaintForm>.

