

## Complaints, Investigations and Enforcement Division General Complaint Form

Use a current version of Acrobat Reader to complete this form. It will not work correctly in Mac Preview.

1 Complainant Contact Information							
Name:*		Phone:		E	Email:		
Mailing address:			Additional contact information (optional):				
Complainant's Role					Today's Date		
2 School Informa	tion						
District/Charter School		City	r/County	Campus (If the allegation involves a specific campus)			
<b>3</b> Complaint Des	cription						
Certain information is necessary for the Office of Complaints, Investigations, and Enforcement to review a complaint. Please fill out this form carefully and as completely as possible. The TEA can only accept complaints that allege a violation of a federal or state education law or regulation over which the TEA has the jurisdiction, or authority, to regulate. The violation that is alleged must have occurred not more than two years prior to the date the complaint is received by the TEA.							
Please select all areas	that apply						
Please select all areas that apply.  State assessment test security/testing violations			☐ Educator misconduct				
Financial management practices			☐ Local employment issue				
Grants/Federal funds			☐ Individual student issue				
School Board/Governance			☐ Other				
Discrimination/civil rights violations			Educator Preparation Programs (provide name of EPP in				
☐ Academic/special programs (i.e., Bilingual/ESL, CTE, etc.)			the school information field above under Section 2).  Special Education Services**				
**The TEA has a separate process for complaint and dispute resolution for complaints regarding special education services under Part B of IDEA. If you are filing a special education complaint, please use the Special Education Complaint Resolution Process found at							



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1. Describe the alleged violation (describe the nature of the problem). Summarize	the complaint within the space provided.
2. Describe the facts on which the allogation is based. Blazes he specific	
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3. What are significant dates and events related to the allegation? Please be spec	ific.
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4. Describe the documents that support the described facts. Please attach any re	evant documentation.



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5. Describe your efforts to resolve the complaint in others ways, such as di	strict or charter school's local complaint process.
* Allegations of falsification or misrepresentation of information used for school accountable funds may be filed anonymously. TEA complies with the Texas Public Information ACT (TPI information. Information can only be kept confidential to the extent allowed by law.	
If the button does not automatically open a new email message to us, please save attachment to <a href="mailto:complaintsmanagement@tea.texas.gov">complaintsmanagement@tea.texas.gov</a> . You may also mail or fax a	