**Equitable Services to Private Schools**

Private School Complaint Process

One role of the Private School Ombudsman is to serve as the point of contact for addressing questions and concerns from both private school and school district officials. The Ombudsman is expected to monitor and enforce ESSA equitable service requirements to help ensure that the equitable service requirements are provided to eligible private school students, staff, parents and families.

Private school officials have the right to file a complaint with the Idaho Department of Education (the Department) if they feel the school district did not:

* Complete the consultation in a timely and meaningful manner,
* Give due consideration to the views of the private school official,
* Provide equitable services; or
* Make a decision that treats private school students equitably as required by ESSA.

In addition, any dispute involving the poverty data of private school students may be appealed.

# Filing a Complaint

Every attempt should be made to resolve complaints with the school district before filing a complaint with Idaho Department of Education. In the event it becomes necessary to file a complaint with Idaho Department of Education the complaint should be addressed to the Private School Ombudsman, provide supporting documentation, and as much detail about the nature of the complaint as indicated below:

* A statement that the SEA, LEA, or other educational entity has violated a requirement of a federal statute or regulation that applies to a program requiring equitable participation.
* The specific statutory or regulatory requirement allegedly violated,
* The federal program(s) involved with the complaint,
* The facts on which the statement is based,
* An explanation of the attempts to resolve the complaint with the school district,
* The name and address of complainant; and
* The signature of the complainant.

The complaint and supporting documentation is sent to:

Lisa English, Private School Ombudsman

Idaho Department of Education

PO Box 83720, Boise, ID 83720-0027

# Complaint Review

Once the Ombudsman receives the complaint a written response will be sent within forty-five (45) calendar days. The Ombudsman’s response will include the decision and information about filing an appeal, if necessary.

As part of the review process, the Ombudsman will contact the complainant and the LEA/educational entity impacted to review the information provided to gather information. A copy of the complaint will be sent to the LEA/educational entity.

In the event the complainant is dissatisfied with the decision of the Ombudsman, the complainant may appeal directly to the Secretary of Education at the US Department of Education within 30 day of the decision of the Ombudsman. The Secretary investigates and resolves the appeal no later than 120 days after receipt of the appeal.

For Questions Contact

Lisa English, Private School Ombudsman

Idaho Department of Education

650 W State Street, Boise, ID 83702

208 332 6911 | www.sde.idaho.gov