

**Complaint Form for Federal Programs under the  
No Child Left Behind Act of 2001**

**PLEASE PRINT**

<b>Name (Complainant):</b>	
<b>Mailing Address:</b>	
<b>Phone Number (home):</b>	<b>Phone Number (work):</b>
<b>Agency complaint is being filed against:</b>	
<b>Description of complaint:</b>	
<b>Statement that agency has violated a requirement of a federal statute or regulation that applies to an applicable program:</b>	
<b>List the names and telephone numbers of individuals who can provide additional information.</b>	
<b>Have efforts been made to resolve this complaint through the school district's internal grievance procedure? If so, what is the status of the grievance?</b>	
<b>Has a complaint been filed with any other government agency? If so, provide the name of the agency.</b>	
<b>If the Tennessee Department of Education does not have jurisdiction to investigate this complaint, do you give the Department permission to send this complaint to the federal and/or state department or agency that has jurisdiction?</b>	
<b>Signature of Complainant</b>	<b>Date</b>

**Return this form, along with the consent form to:**

**Tennessee Department of Education  
 Federal Programs Office  
 5th Floor, Andrew Johnson Tower  
 710 James Robertson Parkway  
 Nashville, Tennessee 37243-0379**

**CONSENT FORM FOR USE OF PERSONAL INFORMATION  
FOR COMPLAINANT**

Tennessee Code Annotated, Section 10-7-503, states:

*All state, county, and municipal records and all records maintained by the Tennessee performing arts center management corporation, except any public documents authorized to be destroyed by the county public records commission in accordance with Section 10-7-404, shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.*

I am aware that it is the policy of the Tennessee Department of Education, to the extent allowed by state law, to protect the identity of complainants who cooperate with the department's reviews and investigations. I understand the information I provide as well as any information obtained during the review of this complaint will be available to any person within the Tennessee Department of Education with a need to know its contents, and may be used for program analysis, review evaluation, and statistical purposes. I also understand that any information I provide is subject to Tennessee Code Annotated, Section 10-7-503, printed above, which allows any citizen of Tennessee to review the records maintained by the Tennessee Department of Education. I also understand that for this complaint to be investigated it may be necessary for the Tennessee Department of Education to release my name and information about myself to the entity or organization that is the subject of this complaint.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date