COMPLAINT FORM
(Pursuant to Section 100.13(f) of the Regulations of the Commissioner of Education):

COMPLAINTS CONCERNING IMPLEMENTATION OF THE CONTRACTS FOR EXCELLENCE

Name of Person Filing Complaint: _____

Contact Information:

Phone: _____

Email Address: _____

Mailing Address: _____

_____

School Information:

Name: _____

Borough: _____

1. Provide a description of the program or service you believe was approved for implementation using Contract for Excellence funds, the students it was intended to serve, and the date on which it was supposed to begin.

2. Provide a description of the way in which the program or service currently in effect at the school does not reflect the approved program or service.

3. List the names of the individuals at the school or district office who are responsible for this program or service.

4. Describe in detail the remedy or relief you are seeking.

Dated: _____

Signature: _____

After you have completed this form, please submit it the principal or the office of the district or high school Superintendent. A list of the addresses of the district and high school Superintendents is available at the following link: http://schools.nyc.gov/AboutUs/DOEOrganization/ComHSSuperintendents/HSsupes.htm