

La Center Elementary Title I/LAP Complaint Process

Local Process:

Step 1: Contact the Title 1/LAP teacher with your concern/complaint. This contact may be by phone, email or in person (with an appointment through the office). If you are unable to reach a satisfactory solution, please proceed to Step 2.

Step 2: File a complaint with the Principal. Call the Elementary Office at 360-263-2131 and schedule an appointment to discuss the issue with the principal. If you are unable to reach a satisfactory solution, please proceed to Step 3.

Step 3: File a written complaint with the Title 1/LAP Director. The complaint must be in writing and signed by the person filing the complaint. Please include:

1. Contact information of the Person filing the complaint (your name, address, telephone number and email if you have one).
2. The facts- What, Who, and When.
3. The resolution you expect. A proposed solution, if you think you know or have ideas about how the issue could be resolved.
4. Mail or fax your written complaint to the La Center School District

La Center School District
Attn: Complaint – Title 1/LAP Director
P.O. Box 1840
La Center, WA 98629
Fax: (360) 263-1140

If you are unable to reach a satisfactory resolution, please see the website below for information regarding the Citizen Complaint Against a School District or Other School Service Provider process.

<http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>