

**TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE**

**Process**

Any individual who believes that the Adams/Edmore has violated the regulations or law governing a Title program should submit a complaint to the principal at 701 Park St., Adams, ND 701-944-2745 or 706 N. Main, Edmore, ND 701-644-2281 The principal shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the Superintendent. The Superintendent shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

**Reconsideration**

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director’s decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

**End of Adams/Edmore Policy GABDB .....Adopted: 11/13/2012**