

Georgia Academy for the Blind

Complaint Procedures under the No Child Left Behind Act

Any individual, organization or agency (“complainant”) may file a complaint if that individual, organization or agency believes and alleges that there is a violation of a Federal statute or regulation that applies to a program under the No Child Left Behind Act.

Level I

The complaint shall be presented orally or in writing to the principal within (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within (10) calendar days of the filing of the complaint.

Level II

A complainant dissatisfied with the decision of the principal may appeal to the Director of Georgia Academy for the Blind by filing a written request to meet with the Director. The complaint should be mailed to:

**Dr. Dorothy Arensman
Georgia Academy for the Blind
2895 Vineville Avenue, Macon GA 31204**

This request must be filed within ten (10) calendar days after the complainant receives the decision from the principal.

The Director will render a decision within ten (10) days after the meeting.

Level III

A complainant dissatisfied with the decision of the Director may appeal to the Georgia Department of Education by filing a written request to the Office of Legal Services. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Director. The complaint should be mailed to:

**Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, GA 30334**

Within ten (10) days of receipt of the complaint, the General Counsel or his or her designee will issue a Letter Of Acknowledgement to the complainant. If additional information or an investigation is necessary, the Department will have sixty (60) days from receipt of the information or completion to issue a Letter of Findings.