**Complaint Procedures – Auburn SD, ESD, OSPI**

**LEA/Building Level**

🞏 Description of the LEA or school’s process to ensure OSPI’s Federal Program complaint procedures are distributed to parents of students in a Title I, Part A school.

The documents:

* Auburn School District Citizen Complaint Process Related to Federal Programs
* Citizen Complaint Against Office of Superintendent of Public Instruction (OSPI)
* Citizen Complaint Against a School District or Other School Service Provider (ESD)

were distributed to parents of students in <School Name>, a Title I, Part A school in the following ways:

S*ent home with students on <date>;*

*Mailed to parents* on *<date sent>.*

Available on ASD website on Title I/LAP page

Available on ASD School website, ***For Families***, **Title I/LAP page**

*Available on Peachjar*

*Emailed to parents on <date emailed>*

*Available in the Title I display in the school office*

*Available at Open House*