

## Supplemental Educational Services (SES) Complaint Form

A complaint involving a Supplemental Educational Service Provider must include the following information:

- The name of the SES provider and specific employee(s) (if applicable).
- Reference to the provision of the Request for Proposal; federal or state statute, regulation, or interpretive rule; state board rules; or the SES Code of Ethics that forms the basis of the complaint.
- Description and documentation of the efforts to resolve the complaint at the local level.
- The actions, facts (including dates) and documentation that form the basis of the complaint.
- Description of the resolution being sought.
- Signature of the person making the complaint.

Do not complete this form unless you have attempted to resolve the issue at the local level. More information about the SES complaint process is available on the CDE web site at:

[http://www.cde.state.co.us/FedPrograms/ov/index\\_eseacomplaint.asp](http://www.cde.state.co.us/FedPrograms/ov/index_eseacomplaint.asp).

District(s) in which the SES provider was operating when the event(s) occurred:

Name(s) of district personnel involved (if applicable):

SES Provider(s):

Employee(s) of SES provider(s) (if applicable):

Date(s) or time period covering the complaint:

Name of person or party filing complaint:

Student name(s) - optional:

Street address:

City:

State:

Zip:

Phone number:

E-mail:

**Local Resolution:**

Provide a description of the effort taken to resolve this claim at the local level and the results of that process. Include as much detail as possible, including meeting or communication dates. Attach any supporting documentation to the signed complaint. (Limit to 1200 characters)

**Complaint:**

Provide the actions, facts (including dates), and documentation that form the basis of the complaint, as well as the resolution you expect. Attach any supporting documentation to the signed complaint. Indicate the provision of the Request for Proposal; federal or state statute, regulation, or interpretive rule; state board rules; or the SES Code of Ethics that forms the basis of the complaint. (Limit to 6600 characters.)

Written complaints are accepted by certified mail or in person. Accurately complete the contact information portion as CDE will not be able to respond to the complaint without valid contact information.

NOTE: Any finding against a SES provider and/or the SES provider's employee(s) will be made public and posted on the CDE Web site.

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Signature of Person Filing Complaint

Date

Updated July 2010