

INSTRUCTIONS FOR COMPLETING COMPLAINT FORM

To complain about instances of poor moral character by a teacher or school administrator certified by the State of New York or about illegal practice of the profession by an uncertified person, you must complete a complaint form.

Type or print clearly in black ink. Describe your complaint as completely as possible. If you do not have a daytime telephone number, it is helpful if you can provide a number where a message can be left for you during the day. If you have any papers, which may support your complaint, please attach copies. *Do not send originals.* If you have physical evidence, it is important for you to retain that evidence in its original condition.

Be sure to sign and date your complaint and send it to the address below. When your complaint is received, it will be assigned to an investigator who will contact you in writing or by telephone. You will have an opportunity to explain your complaint in more detail. If we do not have the authority to investigate your complaint, we will refer it to the appropriate agency.

Mail your completed form to:
Office of School Personnel Review and Accountability
New York State Education Department
89 Washington Ave, Room 981 EBA
Albany, NY 12234

Office of School Personnel Review & Accountability (OSPRA)
New York State Education Department
89 Washington Ave, Room 981 EBA
ALBANY, NEW YORK 12234

COMPLAINT FORM

INFORMATION ABOUT YOU			
Your name:			
Your Telephone Number Day ():		Evening ():	
INFORMATION ON THE PERSON(S) YOU ARE COMPLAINING ABOUT			
Name(s) and Telephone Number (s):			
Address:			
City:	State:	Zip Code:	County:
Position held (e.g., Teacher, Principal):			
Name of School District:			
<i>Describe your complaint here. Be specific. What happened? When? Where? Use black ink. Use additional sheets, if necessary. Please read instructions carefully before describing your complaint.</i>			
To the best of my knowledge, the information in this complaint is true and complete.			
Signature _____		Date _____	

Check here if you have included additional sheets or other material.