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| **Sample Follow-Up Letter To The Office For Civil Rights (OCR)** |  |  |
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| This letter should be used to follow up an OCR complaint because you haven't heard from them within a reasonable period of time. We suggest that you give the OCR 30 days. Be sure to keep a copy for your records.    (Date)  Cleveland Office  Office for Civil Rights  U.S. Department of Education  1350 Euclid Avenue, Suite 325  Cleveland, OH 44115-1812  Telephone: 216-522-4970  FAX: 216-522-2573; TDD: 800-877-8339  Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  Re: (Name of Child), DOB:(Date of Birth of Child):  Dear OCR Representative:  On (Date of Original Complaint Letter), I filed a complaint with your office charging that the (Name of School District) had discriminated against my child on the basis of (race, color, national origin, sex, age or disability). However, it has been a month and I have not received a letter acknowledging my complaint and saying when your office will begin an investigation of my complaint.  My (son/daughter), (Name of child), is being denied full access to (his/her) education as long as the alleged discriminatory practice continues. Please let me know immediately when your investigation will begin.  Sincerely,  (Parent/Guardian Name)  (Address)  (City), (MI) (Zip Code)  (Phone Number)  (Email Address)  If unable to reach me, you may contact:  (Contact Name)  (Relationship to Parent/Guardian)  (Address)  (City), (MI) (Zip Code)  (Phone Number)  (Email Address) |  |  |