**Sample Office For Civil Rights (OCR) Complaint**

This letter can be used to file a complaint because your child's civil rights are being violated, or have been violated within the last 180 days. Be sure to keep a copy for your records. You can use this format, or the online complaint form at the U.S. Department of Education’s Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

(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), attending (Name of District) School District

Dear OCR Representative:

The purpose of this letter is to make a formal complaint to you concerning the actions of the (District Name) School District that have affected the education of my child, (Full Name of Child).

Describe the actions that you believe were discriminatory:

Describe what happened, when and where it happened, and the *basis* for the alleged discrimination (race, color, national origin, sex, disability, age or the *Boy Scouts of America Equal Access Act).*

Who was affected by the act of alleged discrimination?: (describe the class of the person or persons affected--race, color, national origin, sex, disability, age or the *Boy Scouts of America Equal Access Act,* and name(s), date of birth, address, where the act occurred, and why you believe it is an act of discrimination--what happened and how the person or persons were affected)

School district where the action occurred: (Superintendent, District Name; Address: City, State, Zip; Telephone; Fax)

I expect to hear back from you within 15 business days of my filing this complaint.

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Sincerely,

(Parent/Guardian Name)

(Address)

(City), (MI) (Zip Code)

(Phone Number)

(Email Address)

If unable to reach me, please contact:

(Contact Name)

(Relationship to Parent/Guardian)

(Address)

(City), (MI) (Zip Code)

(Phone Number)

(Email Address)