

HOW TO FILE A COMPLAINT

If you face discrimination based on race, national origin, or color in your school

With Your School/District

STEP
01

With U.S. Dep't of Education, Office of Civil Rights (OCR)

Review the complaint process

Every district has its own student "grievance" procedures. You can find them on your district's website or ask your school for a copy.

Anyone can file a complaint. You do not need to complain with your school/district first. You generally need to file within 180 days of the discrimination.



STEP
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Prepare your complaint

Review available complaint forms to understand what information is requested. Be as detailed and specific as possible and include any supporting documents to explain:

Who was harmed? What happened? Where?

When (*dates are important)? How did your school respond?



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Submit your complaint

Keep a copy for your records and confirm with your school/district the date you expect a response based on their grievance procedures.

ocrcas.ed.gov
email: OCR@ed.gov
fax: 202-245-8392
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202

ACLU
Idaho