

**Every Student Succeeds Act (ESSA)  
Private Nonprofit (PNP) School Complaints and Procedures**

Under ESSA (Sections 1117 and 8501), a public Local Education Agency (LEA) is required to provide eligible private school children, their teachers, and their families services that are equitable to those provided in eligible public schools. Private school officials have recourse through the complaint process if they do not believe their eligible students, the students' teachers, or the students' parents are receiving equitable services. The Ombudsman serves as the primary point of contact for responding to and resolving any complaints regarding equitable services.

If private school officials believe that timely and meaningful consultation has not occurred, they should first discuss concerns with the local school agency (LEA) responsible for coordinating the consultation between the two entities. In the event the problem is not resolved, private school officials have the right to file a **formal written complaint** with the state's Ombudsman.

A written complaint must include:

1. Date of the complaint
2. The private school's contact information:
  - Name of private school
  - Title and name of authorized private school representative
  - Email and/or phone contact information for private school representative
3. LEA contact information:
  - Name of LEA providing services
  - Title and name of LEA representative
  - Email and/or phone contact information for LEA representative
4. The specific equitable service requirement(s) not met under ESSA section 8501(b):
  - Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
  - Title I, Part C: Education of Migratory Children
  - Title II, Part A: Supporting Effective Instruction
  - Title III, Part A: English Language Acquisition
  - Title IV, Part A: Student Support and Academic Enrichment Grants
  - Title IV, Part B: 21<sup>st</sup> Century Community Learning Center Grants
5. A statement that the LEA provider has failed to meet requirements for equitable participation of children, their teachers, and their parents
6. The facts on which the complaint is based
7. The dates and events related to the complaint
8. Description of documents that support the described facts
9. Previous efforts to resolve the complaint in other ways

**Mail complaints to:**

Utah State Board of Education  
Attn: Ombudsman for PNP Equitable Services  
Rebecca Donaldson  
Utah State Board of Education  
250 East 500 South  
PO Box 144200  
Salt Lake City, UT 84114-4200

**Send via email attachment to:**

**Rebecca Donaldson, PhD**  
[Rebecca.donaldson@schools.utah.gov](mailto:Rebecca.donaldson@schools.utah.gov)