

**Michigan Department of Education  
Supplemental Educational Services  
Complaint Form**

A complaint may be submitted to the Michigan Department of Education if an individual alleges noncompliance with any of the following:

- *The No Child Left Behind Act of 2001, Section 1116(e) (Supplemental Educational Services)*
- *Federal Non-Regulatory Guidance for SES*
- *The Michigan Assurances for SES Providers*
- *The Michigan Code of Ethics for SES Providers*
- *District SES Policies and Procedures*
- *Services or program delivery as detailed in the State-approved SES provider application*

However, complainants must attempt to resolve issues at the school district level first. This includes, but is not limited to, contact and communication with the following individuals or entities:

- *School building principal or assistant principal (if applicable)*
- *School building SES coordinator or director (if applicable)*
- *School district SES coordinator or director (if applicable)*
- *School district Title I or State and Federal Programs Office (if applicable)*
- *SES Provider (if applicable)*

*If resolution cannot be achieved at the local level, please complete the following information.*

Name of person filing complaint: \_\_\_\_\_

Date: \_\_\_\_\_

Agency person is representing (check one):     School or District     Provider     Parent/Guardian

Address of person filing the complaint:

\_\_\_\_\_  
*Street    City    State    ZIP*

Phone number of person filing the complaint: \_\_\_\_\_

Email of person filing the complaint: \_\_\_\_\_

If concern is occurring at a particular school site, please list name of school:

\_\_\_\_\_

School district: \_\_\_\_\_

School district address:

\_\_\_\_\_  
*Street    City    State    ZIP*

Supplemental Educational Services Provider involved:

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Provider address:

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*Street*

*City*

*State*

*ZIP*

Person, school district and/or Supplemental Educational Service Provider alleged to be out of compliance with applicable SES legislation, guidance, policy, or procedure:

Name: 

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Affiliated with:

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School District or Supplemental Educational Services Provider

Identify the applicable legislation, guidance, policy, or procedure that has allegedly been violated (check all that apply):

- The No Child Left Behind Act of 2001, Section 1116 (Supplemental Educational Services)*
- Federal Non-Regulatory Guidance for SES*
- The Michigan Assurances for SES Providers*
- The Michigan Code of Ethics for SES Providers*
- District SES Policies and Procedures*
- Services or program delivery as detailed in the State-approved SES provider application*
- Other (please explain):*

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Provide a brief statement indicating how the district, or the provider, is alleged to be noncompliant. You may attach additional sheets or documentation if necessary.

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Explain what steps you have taken to resolve the situation with the person/agency that is believed to be out of compliance. Your explanation should be as specific as possible and include a timeline. You may attach additional sheets or documentation if necessary.

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Provide a brief statement that explains the results of the action taken in attempt to resolve the area of concern. You may attach additional sheets or documentation if necessary.

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*Signature of person filing complaint*  
*(electronic signatures are acceptable when submitting via email)*

*Date*

Please send completed form and documentation to the Michigan Department of Education. Complaints may be sent using any of the methods described below.

**For complaints sent by email:**

[mde-ses@michigan.gov](mailto:mde-ses@michigan.gov)

Save the completed form and send as an attachment. Please put "SES Complaint" in the subject line of the email. Any additional pages or supporting documents must also be sent to this address.

**For complaints sent by fax:**

517-241-0247  
Attention: SES Complaint Resolution

**For complaints sent by US Mail:**

SES Complaints  
School Improvement Support  
Office of Education Improvement & Innovation  
Michigan Department of Education  
608 W. Allegan  
POB 30008  
Lansing, MI 48909

**For complaints sent by Fedex, UPS, etc.:**

SES Complaints  
School Improvement Support  
Office of Education Improvement & Innovation  
Michigan Department of Education  
608 W. Allegan  
4th Floor, Pillar G-19  
Lansing, MI 48933