

Response to Complaint Form
Conventional Non-Public School

Using this form, please respond **within the next fifteen (15) calendar days** to the attached citizen complaint or concern about the legal operation of this school. Briefly and concisely, include any background information, circumstances or events upon which this complaint or concern may be based. Attach additional sheets, if necessary.

1. County: _____

2. School Name: _____

3. Please give your descriptive response:

4. Has the school done (or will it be doing) anything to resolve this legal issue? If so, please explain: _____

5. Does the school operate each year on a regular schedule for at least nine calendar months? _____

6. Does the school maintain and keep on file student attendance and immunization records? _____

7. Has the school facility successfully passed all fire safety and sanitation inspections by local government officials within at least the last 24 months? _____

8. Are nationally standardized tests (covering at least the subjects of language arts and math) administered each year to all grade 3, 6, 9 & 11 students? _____ Are those results on file at the school? _____

9. Does the school enforce its grade 11 standardized test cut-off score for high school graduation?

10. Your help in resolving this matter would be greatly appreciated. Please sign and return this completed form to the above address **within the next fifteen (15) calendar days**.

I hereby grant permission to the North Carolina Division of Non-Public Education to forward a copy of this completed Response to Complaint Form to the complainant. I acknowledge reading the Procedure for Handling Complaints and Concerns. I certify that the information I have provided is correct to the best of my knowledge.

School Chief Administrator's Signature: _____ Date: _____

For Office Use Only

Date Received _____ Date Reviewed _____ DNPE Director Initials _____