

**Response to Complaint Form**  
*Home 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 home school.

1. Home School Information:

- a. County in which the home school is located: \_\_\_\_\_
- b. Home School Name: \_\_\_\_\_
- c. Home School Address: \_\_\_\_\_

2. Descriptive Response: (If necessary, attach additional sheets.)

- a. Give a brief but concise response to the complaint or concern. Include any background information, circumstances or events upon which this complaint or concern may be based.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

- b. If the school has already or plans to resolve this legal issue, please state what was or will be done.

\_\_\_\_\_

\_\_\_\_\_

3. Does the school operate each year on a regular schedule for at least nine calendar months? \_\_\_\_\_

4. Does the school maintain student attendance and immunization records? \_\_\_\_\_ Are they on file at the school? \_\_\_\_\_

5. Are nationally standardized tests (covering at least the subjects of language arts & math) administered each year to all students? \_\_\_\_\_ Are those results on file at the school? \_\_\_\_\_

6. Your help in resolving this matter is greatly appreciated. Please complete, sign and return this form to the above address **within the next fifteen (15) calendar days** and include with it a photocopy of the student enrollees' latest nationally standardized test result and attendance records.

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 a copy of 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: \_\_\_\_\_

