

Response to Complaint Form
Home School

Using this form, please respond **within the next ten 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.

- 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 ten 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: _____