Local Dispute Resolution Guide for Parents

ESI Incident Occurs, Parent Notified

- You receive documentation and feel ESI was used appropriately.
- You feel ESI was used inappropriately or did not follow the district's ESI policy, the ESI regulations, or the ESI statute.

  - You may choose to first speak with the building administrator to try to resolve the issue informally.
  - You may file a written complaint to your local board of education within 30 days of the ESI incident.

    - Upon receiving a complaint, the local board will designate an individual to oversee an investigation, maintaining confidentiality.

      - The local board must mail the written findings of fact and proposed resolution within 30 days of receiving the complaint.

        - Upon receiving the report, you may determine the findings are sufficient and consider the dispute resolved.
        - Upon receiving the report, you may determine the findings are insufficient and the dispute was not resolved.

          - If findings are not agreeable, you may proceed to the state administrative review process.