



**STATE OF ALASKA**  
Department of Education & Early Development  
*Office of Education Advocacy*

## **COMPLAINT FORM**

---

### ***Purpose of the Office of Education Advocacy***

The mission of the Alaska Department of Education & Early Development's Office of Education Advocacy (OEA) is to empower students, parents, educators, and community members by providing centralized access to information, advocacy, and support in navigating the state's education system. The OEA helps ensure that every stakeholder can effectively address educational concerns, understand applicable regulations, and pursue fair resolution of issues.

Before filing a complaint with the OEA, please make every effort to resolve the issue through local channels, beginning with the school, principal, superintendent, or local school board. Documentation of these efforts will assist in OEA's review.

A complaint will be rejected if the alleged violation occurred more than 6 months before the date the complaint is filed or if, based on the alleged violation, a specific process for complaint is set out elsewhere in statute or regulation. If a complaint is rejected, the OEA will notify the complainant not more than 10 business days after receipt of the complaint and may refer the complainant to another department, agency, or organization.

---

### **Section 1 | *Complainant Information***

Name

Mailing Address

Email

Phone

Preferred Method of Contact

Email

Phone

Mail

---

### **Section 2 | *District and School Information***

School District

School Name

Superintendent / Principal

Program/Department Involved (*if applicable*)

---

### Section 3 | Summary of the Complaint

Date(s) of Incident or Decision

Summary of concern, including facts that establish the alleged violation

Specific law or regulation the school district or department is alleged to have violated

---

### Section 4 | Steps Taken to Resolve the Issue Locally

Step	Action Taken	Date	Outcome/Response
1			
2			
3			
4			

---

### Section 5 | Desired Resolution

Describe the outcome or corrective action you are requesting

*(for example: reinstatement of lost instructional time, district policy review, staff training, etc.)*

---

## Section 6 | Supporting Evidence and Attachments

List and provide copies of all documents that support your claim, such as:

Emails/Letters sent to district officials

Board meeting minutes

District policies/waivers

Photos, logs, or other documentation

Other - Please Specify

---

## Section 7 | Certification

*I certify that this complaint is true and accurate to the best of my knowledge, and that I have first attempted to resolve this matter with the school district before submitting this complaint to the Alaska Department of Education & Early Development, Office of Education Advocacy.*

Signature

Date

---

## Section 8 | Submission Instructions

Submit your completed complaint form and any attachments to:

**Email** educationadvocacy@alaska.gov

**Mail** Office of Education Advocacy  
Alaska Department of Education & Early Development  
P.O. Box 110500  
Juneau, AK 99811-0500

---

## Section 9 | Privacy Notice

All information provided will be used solely for the purpose of complaint resolution and will be maintained in accordance with Alaska public records and privacy laws.