

Disability-Related Discrimination Complaints

The Wisconsin Department of Public Instruction is committed to ensuring that every child receives an education free from discrimination. Individuals may file a complaint with the Department of Public Instruction if they believe a private school participating in the voucher program under Wis. Stats. §§ 118.60 or 119.23 discriminated against a pupil due to the pupil's disability. The complainant must allege an act of disability discrimination that occurred not more than one year prior to the date that the complaint is received by the department.

A complaint must be in writing and must be signed. A complaint also must include:

- A statement that the Choice school discriminated against a pupil due to the pupil's disability.
- The facts on which the statement is based.
- The contact information for the complainant. With respect to a specific child:
 - The name of the child; The child's residence address;
 - The name of the Choice school the child attends;
 - A description of the acts of disability-related discrimination, including the name(s), where possible, of the individuals who discriminated; and
 - The proposed resolution of the discrimination to the extent known and available to the complainant at the time the complaint is filed.

Once a complaint has been filed with the department, the department will forward a copy of the complaint to the Choice school. The department will provide the private school with the opportunity to respond to the complaint and to propose a resolution of the complaint.

If the department has the authority to address the alleged violation, the department will review the complaint and issue a written decision. If as a result of its review of the complaint the department finds that the Choice school has discriminated against a pupil with a disability, the Choice school may be required to develop and implement a plan to correct the violation(s). The department will also forward a copy of the complaint, any response from the Choice school, and the department's decision to the U. S. Department of Justice's Civil Rights Division for further review.

The department developed a [model form](#) for complainants to use, though they are not required to use it.

The original complaint sent to the department should be addressed to:

Wisconsin Department of Public Instruction

ATTN: Ryne Franz

Private School Choice Programs

P.O. Box 7841

Madison, Wisconsin 53707-7841