# **How to File a Complaint Against a School District Employee**

A written complaint must first be filed with the School District Superintendent, Educational Service District (ESD) Superintendent, or Private School Administrator, stating the grounds and factual basis for the complaint.

The Office of Superintendent of Public Instruction (OSPI) has authority to investigate certificated school district employees for acts of unprofessional conduct or lack of good moral character or personal fitness. When an ESD Superintendent, a School District Superintendent, or the Chief Administrative Officer of an approved private school possesses sufficient reliable information to believe that a certificated employee within such district or approved private school is not of good moral character, or personally fit, or has committed an act of unprofessional conduct (WAC 180-87), such Superintendent or Chief Administrative Officer, within a reasonable period of time of making such determination, shall file a written complaint with OSPI.

Below are the ESD’s and the counties they support:

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| [Educational Service District 101](http://www.esd101.net/)Phone: (509) 456-2715**Counties: Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman.** | [Educational Service District 105](https://www.esd105.org/)Phone: (509) 454-3113**Counties: Kittitas, Yakima, Royal, Wahluke, Grant, Bickleton, Goldendale School Districts in Klickitat.** |
| [Educational Service District 112](http://web3.esd112.org)Phone: (360) 750-7500**Counties: Clark, Cowlitz, Skamania, Wahkiakum, part of Klickitat and Pacific Counties.** | [Educational Service District 113](https://www.esd113.org)Phone: (360) 464-6701**Counties: Grays Harbor, Lewis, Thurston, most of Mason and Pacific.** |
| [Olympic Educational Service District 114](http://www.oesd.wednet.edu/)Phone: (360) 478-6880**Counties: Kitsap county except Bainbridge Island, Jefferson, Clallam, North Mason SD in Mason County.** | [Puget Sound Educational Service District 121](http://www.psesd.org/aboutpsesd/leadership/)Phone: (425) 917-7601**Counties: King and Pierce Counties; Bainbridge Island SD in Kitsap County.** |
| [Educational Service District 123](http://www.esd123.org)Phone: (509) 547-8441**Counties: Othello in Adams, Asotin, Columbia, Garfield, Walla Walla, Franklin and Benton.** | [North Central Educational Service District 171](http://www.ncesd.org/)Phone: (509) 665-2628**Counties: Chelan, Douglas, Grant, and Okanogan.** |
| [Northwest Educational Service District 189](https://www.nwesd.org/)Phone: (360) 299-4003**Counties: Island, San Juan, Skagit, Snohomish and Whatcom.** |  |

**Alleging Physical Abuse or Sexual Misconduct (RCW 28A.410.090(2))**

A parent or another person may file a written complaint with the superintendent of public instruction alleging physical abuse or sexual misconduct by a certificated school employee if RCW 28A.410.090(2):

 (a) The parent or other person has already filed a written complaint with the educational service district superintendent concerning that employee:

 (b) The educational service district superintendent has not caused an investigation of the allegations and has not forwarded the complaint to the superintendent of public instruction for investigation; and

 (c) The written complaint states the grounds and factual basis upon which the parent or other person believes an investigation should be conducted.

If you have followed procedures (a), (b) and (c) listed above you may then complete the attached form and send it to OSPI. This form is only to be used for alleging physical abuse or sexual misconduct.

**Sexual Misconduct/Physical Abuse Allegations Reporting Form (28A.410.090(2))**

To: Director, Office of Professional Practices Date:

 P.O. Box 47200

 Olympia, WA 98504-7200

Has written complaint been filed with the ESD Location

Educational Service District Superintendent? [ ]  Yes [ ]  No

**Section I: Complainant Information**

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| NAME       |
| ADDRESS CITY/STATE ZIP CODE                  |
| PHONE NUMBER      | EMAIL ADDRESS      |
| STUDENT NAME      |

**Section II: Certificated School Employee**

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| NAME       |
| SCHOOL DISTRICT NAME       |
| ADDRESS CITY/STATE ZIP CODE                  |

**Section III: Allegation Information**

A. Facts upon which the allegation is based: Date:       Location:

Questions concerning this form or the complaint process may be addressed by contacting the Office of Superintendent of Public Instruction, Office of Professional Practices at (360) 725-6130.