

How to file a complaint

Submit a Complaint (<https://asdcomplaints.asdk12.org/>)

Problem-Solving Options

Do you need help working through a concern about district procedures or with personnel? The best place to start is with the person or persons closest to the problem, if at all possible. When the concern or problem arises at a school, your principal should be your next point of contact to seek a solution. However, if a solution can't be worked out at the school, you have other options:

There are three distinct complaint procedures available to individuals who feel they have been discriminated against, harassed, or otherwise treated in a manner that violates law or Anchorage School District policy.

The district's EEO Complaint, Student Grievance, and Citizen Complaint processes are described below. Follow the appropriate links for further information and/or to pursue filing a formal complaint.

EEO Complaint Process

This Process allows ASD employees or applicants for employment to file a formal discrimination complaint with the Employee Relations Office.

Alternatively, an employee or applicant for employment may file a formal discrimination complaint with a number of local, state, or federal agencies.

[Click here for information on how to file an EEO Complaint \(/fs/pages/32161\)](/fs/pages/32161)

[Skip To Main Content](#)

Student Grievance Process

A student may file a grievance to allege a violation of civil rights, including but not limited to a claim of sexual harassment or discrimination in violation of Title IX of the Education Amendments of 1972. The student grievance process also covers claims of discrimination by another student or by school staff because of race, disability, religion, national origin or other protected class status. A student may also file a grievance related to concerns about academic credit, scheduling, staff and student relationships, classroom discipline and attendance, and other matters.

This Student Grievance Process is available to students and/or their parents or guardians on behalf of a student.

[Click here for information on how to file a Student Grievance \(/fs/pages/1358\)](/fs/pages/1358)

Citizen Complaint Process

Any member of the community may file a Citizen Complaint alleging unfair treatment related to implementation of any ASD policy, practice or procedure, or alleging a violation of rights protected under municipal ordinance or state or federal law, including but not limited to rights protected under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

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External Agencies

An Anchorage School District employee, applicant for employment, or ASD student who chooses not to file a complaint through district processes, or who is unsatisfied with the determination following a district complaint investigation, may file a complaint with an external agency.

[Click here for information on how to file with an external agency \(/fs/pages/32156\)](/fs/pages/32156)