



Filing a Complaint

Appeal

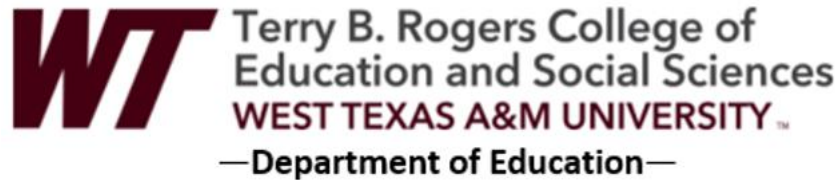
WTAMU-EPP Complaint Form, 1.1.25

TEA Complaint

If a complainant wishes to report an unresolved complaint to the Texas Education Agency (TEA), the complainant will need to follow the steps outlined on the TEA website, [http://tea.texas.gov/Texas Educators/Preparation and Continuing Education/Complaints Against Educator Preparation Programs/](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Complaints_Against_Educator_Preparation_Programs/)

Other Complaints

Complaints unrelated to the educator preparation programs may be submitted through the West Texas A&M University Complaint Process, found below.



Educator Preparation Program Complaint Process

Please use a current version of Acrobat Reader to complete this form.

Complainant Contact Information

Name:

Student ID:

Mailing Address:

Personal Phone:

Email:

Complainant's Role:

- ☐ Applicant ☐ Candidate ☐ Former Candidate ☐ Employee
☐ Former Employee ☐ Cooperating Teacher ☐ Mentor Teacher ☐ Site Supervisor
☐ Administrator of public or private school (provide district/campus information below)

School Information (site for field experiences, clinical teaching, internship, or practicum)

Phone:

District: _____ Campus: _____

Mailing Address: _____ City, State: _____

_____ Extension: _____ Website: _____

Principal Name: _____

Complaint Description

Certain information is necessary for the Department of Education to review a complaint. Please fill out this form carefully and as completely as possible. WTAMU can only accept complaints that allege a violation of an issue over which the WTAMU Educator Preparation Program has the jurisdiction or authority to regulate. The complaint form must be submitted within 30 business days of the alleged violation.

Please select all areas that apply.

- ☐ Admission Policy ☐ Denial of Program Admission ☐ Removal from Program
☐ Program Requirements ☐ Program Faculty ☐ Certification
☐ Field-Based Experiences ☐ Clinical Teaching ☐ Internship
☐ Practicum ☐ Field Supervisor ☐ Site Supervisor
☐ Observation & Feedback ☐ Individual Student Issue ☐ Other

All fields are required.

Describe the alleged violation (nature of the problem). Please be concise and specific as you summarize the complaint within the space provided.

Describe the facts on which the allegation is based; include significant dates and events related to the allegation. Please be specific.

List the documents that you wish to attach to support the described facts.

Describe your efforts to resolve the complaint in other ways.

Provide additional information to consider:

Complainant's Signature (anonymous or unsigned complaints will not be processed):

Date:

Submit in person, by email or by postal
mail:

Department of Education
WT Box 60208
Canyon, TX 79016
Old Main, Room 415
Email: teacherprep@wtamu.edu

This complaint procedure complies with Texas Administrative Code (TAC) §228.70. Not all complaints fall under the authority of WTAMU Educator Preparation Programs. WTAMU has jurisdiction to investigate allegations of noncompliance regarding specific laws and rules, generally related to state and federal requirements. Complaints may address Educator Preparation Program requirements listed in Texas Administrative Code (TAC) §§ 227, 228, 229, ethics (TAC 247), fingerprinting (TAC §§227, 232), and certification (TAC §§230, 231, 232, 239, 241, 242).

Office Use Only

Date Received	Date Candidate Verified (if applicable)	Acknowledge Receipt to Candidate Date	Date Written Response Sent