

## FILING A COMPLAINT WITH THE OFFICE FOR CIVIL RIGHTS (OCR)

### Who

Anyone may file a complaint with OCR. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. OCR receives complaints from students, parents and guardians, advocates and attorneys, employees, and others.

### Why

Complaints may be filed alleging that a recipient of funding from the U.S. Department of Education discriminated based on race, color, national origin, sex, disability, or age. Examples of such recipients include public schools and school districts (including charter schools), state education agencies, most colleges and universities, some vocational and proprietary schools, and state vocational rehabilitation agencies. Additionally, complaints may be filed alleging that a public entity, such as a library or museum, discriminated based on disability, regardless of funding.

### What

A complaint should include:

- the name and contact information of the person filing the complaint (complaints to OCR cannot be anonymous);
- the name(s) of the person(s), or a description of the class of persons, discriminated against;
- the name and location of the institution that allegedly discriminated;
- the alleged basis or bases for the discrimination (*i.e.*, race, color, national origin, sex, disability, or age); and
- a description of the alleged discrimination, including what occurred, when it occurred, and who was involved.

When it is necessary for OCR to disclose the identity of the complainant to the recipient in order to resolve the complaint, OCR will ask the complainant for written consent before proceeding.

### When

Complaints typically must be filed within 180 calendar days after the discrimination. There are certain, limited circumstances that allow OCR to grant a timeliness waiver. More information about the timeframe for filing a complaint can be found in Sections 106 and 107 of OCR's *Case Processing Manual*, available [here](#).

### How

Complaints to OCR must be in writing. They can be filed:

- [online](#);
- by email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov);
- by fax: (303) 844-4303; or
- by mail: 1244 Speer Blvd., Ste. 310, Denver, CO 80204.

### Additional Information

For additional information, visit [OCR Complaint Process](#).