

**Written Procedure for Processing Parent Suggestions**

**Office of Federal Programs**

Dear Parents,

Comments and suggestions made by parents are important to the planning, design, and implementation of the Federal programs at the South Carolina Public Charter School District. Parents can make comments, ask questions, and/or make suggestions by going to our district website at <http://www.sccharter.org/contact/>, calling the main office directly at 803-734-8322, or contacting the Director of Federal Programs, Tracie Sweet, at tsweet@sccharter.org or call 864-221-5279.

The following procedure is followed when parent comments, questions, or suggestions are received:

1. Information shared with appropriate district or school level personnel, as needed
2. After discussion or research of information, a decision is made regarding information received and the appropriate person provides parent(s) with a response. Responses may be provided verbally, in a meeting, via telephone, by letter/note, or in e-mail; as appropriate. The appropriate personnel will respond to comments, questions, and/or suggestions within a 24-48 time frame.
3. If the Title I program is not satisfactory to the parents of participating children, the SCPCSD will submit any negative comments to the South Carolina Department of Education as part of the submission process.

We sincerely appreciate your comments, questions, and suggestions to ensure that students in the South Carolina Public Charter School District are receiving the very best educational experience.

Sincerely,

Tracie M. Sweet

Director of Federal Programs

South Carolina Public Charter School District