

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 that they support:

Educational Service District 101
Dr. Michael Dunn, Superintendent
Phone: (509) 456-2715
Counties: Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman.

Educational Service District 105
Steve Myers, Superintendent
Phone: (509) 575-2885
Counties: Kittitas, Yakima, Royal, Wahluke, Grant, Bickleton, Goldendale School Districts in Klickitat.

Educational Service District 112
Dr. Twyla Barnes, Superintendent
Phone: (360) 750-7500
Counties: Clark, Cowlitz, Skamania, Wahkiakum, part of Klickitat and Pacific Counties.

Educational Service District 113
Dr. Dana Anderson, Superintendent
Phone: (360) 464-6700
Counties: Grays Harbor, Lewis, Thurston, most of Mason and Pacific.

Olympic Educational Service District 114
Greg Lynch, Superintendent
Phone: (360) 479-0993
Counties: Kitsap county except Bainbridge Island, Jefferson, Clallam, North Mason SD in Mason County.

Puget Sound Educational Service District 121
John P. Welch, Superintendent
Phone: (425) 917-7601
Counties: King and Pierce Counties; Bainbridge Island SD in Kitsap County.

Educational Service District 123
Mr. Bruce Hawkins, Superintendent
Phone: (509) 547-8441
Counties: Othello in Adams, Asotin, Columbia, Garfield, Walla Walla, Franklin and Benton.

North Central Educational Service District 171
Dr. Rich McBride, Superintendent
Phone: (509) 665-2610
Counties: Chelan, Douglas, Grant, and Okanogan.

Northwest Educational Service District 189
Dr. Jerry Jenkins, Superintendent
Phone: (360) 299-4000
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.



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

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

To: Director, Office of Professional Practices
PO Box 47200
Olympia, WA 98504-7200

Date: _____

Has written complaint been filed with the
Educational Service District Superintendent? Yes No

ESD Location

Section I: Complainant Information

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

Section II: Certificated School Employee

NAME	
SCHOOL DISTRICT NAME	
ADDRESS	CITY/STATE ZIP CODE

Section III: Allegation Information

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

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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.