



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

*409 N. First Street
Garland, Texas 75040*

January 6, 2023

ADDENDUM 1, RFP #364-23

Choice of School Application Solution

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

QUESTION: What languages are you looking to provide translation for?

RESPONSE: Our top 5 languages spoken are Spanish, Vietnamese, Malayalam, Arabic, and Amharic. There are over 110 languages spoken by Garland ISD families. A Google translate option would be ideal due to the number of languages spoken. If it is possible to customize translations, the district employs translators who can translate standard forms and documents to ensure high-quality translation of district documents.

QUESTION: Is there a specific format for how the RFP (Q- Quote) response should be laid out?

RESPONSE: No, but the information responsive to the requests should be evident. Reviewers should not have to search for information about required features.

QUESTION: Is the \$150,000 budget for only the application and lottery tool only or for all requirements of the RFP, including a separate SchoolFinder tool?

RESPONSE: Please quote the school finder separately if it is not included in your basic application/lottery tool.

QUESTION: Does the district plan to stop the process at school placement, or do you want the tool to guide the applicant through the district-wide registration packet?

RESPONSE: At this time, we only need the product to take us through the school placement process.

QUESTION: When is the district looking to launch the application system for families?

RESPONSE: We want to launch the school finder portion in late October 2023. We will run the application lottery system parallel to the current solution in January 2024. We plan to go live with the application/lottery solution in March 2024.

QUESTION: What is your desired timeline for when the application would launch and when the lottery would be run?

RESPONSE: See above

QUESTION: Could you share more about what you use Laserfiche for and what pieces of information would need to integrate with that system? (Requirement A.3)

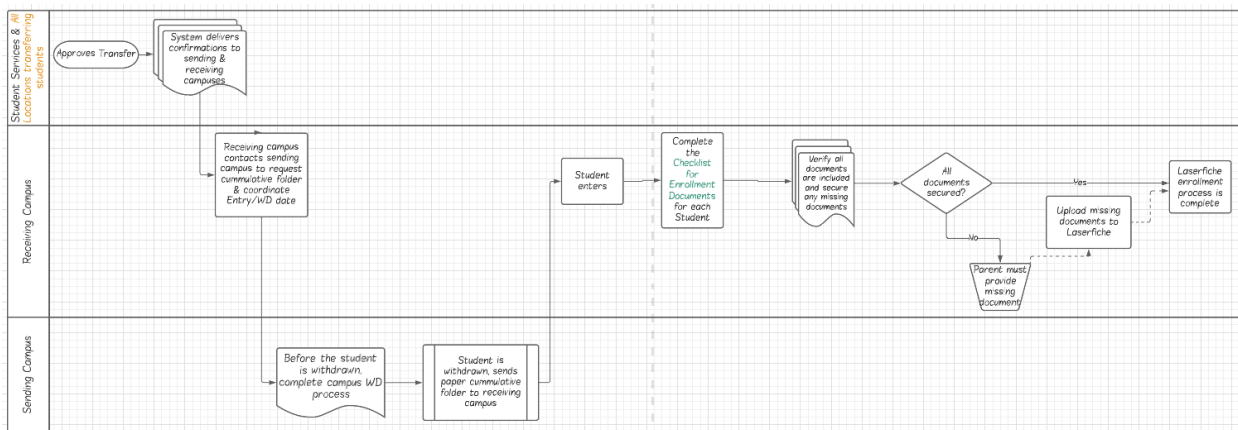
RESPONSE: Laserfiche is the district's records management solution. All student records created through the choice process must be archived according to the retention schedule. A seamless archival process or solution will need to be developed to ensure we comply with the retention schedule.

QUESTION: Could you share more about what the court requirements look like for this request: Integrate with the District's court requirements to determine students' assigned schools (Requirement B.6)

RESPONSE: Attached is a copy of the Court Order (Attachment 1). Our Choice of School implementation began in the 70's due to desegregation efforts. The system must allow us to ensure all non-magnet students enrolled at Austin Academy for Excellence reside within the court-mandated area. Ethnic bands determine each school's compliance with racial balance mandates of the court order as it relates to enrollment for a school year. Under the desegregation plan, no school in the District shall have an Anglo student population that is more than twenty percentage points above or below the percentage of the Anglo student population in the District as a whole. This formula establishes an **ethnic band** that is applied to all schools in the district

QUESTION: Could you provide more detail about what your transfer process looks like? (Requirement B.15a)

RESPONSE: The current transfer process is through the Laserfiche document management system. This is what it looks like from the student services perspective:



QUESTION: Which students are considered “ineligible children” and what is the desired functionality around managing their applications/enrollment? (Requirement B.15b)

RESPONSE:

- Self-contained Special Education Students
- Students who will not attend for the upcoming school year.
- Students who have moved out of the district during the school year can attend until the end of the current school year.
- Students enrolled through our open enrollment process who no longer meet eligibility requirements.

QUESTION: Can we submit an electronic response?

RESPONSE: Yes. Please email to mrmartin@garlandisd.net

Mayte R. Martinez
Mayte R. Martinez
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title

(D) COURT ORDERS, ASSURANCES, VOLUNTARY PLAN

1. 1970 COURT ORDER (CIVIL ACTION 3-4100-C)
2. 1987 COURT ORDER (CIVIL ACTION CA3-4100-R)
3. NOTICE OF SCHOOL DESEGREGATION PLAN

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF TEXAS
DALLAS DIVISION

UNITED STATES OF AMERICA,
Plaintiff

VS.
NO.

CIVIL ACTION

GARLAND INDEPENDENT SCHOOL
DISTRICT,
Defendant

3-4100-C

ORDER

This cause having come on for hearing on August 25, 1970, regarding the separate plans filed by the plaintiff and the defendant on this date for the operation of a unitary, non-discriminatory school system in the Garland Independent School District, and the Court having considered the testimony of the witnesses' the evidentiary exhibits and being fully advised in the premises, it is ORDERED, ADJUDGED AND DECREED:

I. Student Assignment

The plaintiff's plan, which calls for the assignment of all students in grades 5 and 6 who are presently assigned to Kimberlin, Daugherty and Carver Elementary Schools to Carver Elementary; the assignment of all students in grades K-4 who are presently assigned to Carver, Kimberlin and Daugherty to Daugherty and Kimberlin; and the assignment of all students in grades 5 and 6 from Carver to Hillside Elementary School when Hillside is completed (anticipated to be completed in November, 1970) is rejected.

The defendant's plan which calls for the continuation of its "modified" freedom of choice plan, is approved. Upon the opening of Hillside Elementary School, Carver Elementary School shall be closed. The students who are attending Carver shall be permitted, through their parents, to select any elementary school in the district in accordance with the freedom of choice plan.

The defendant shall report to the Court with respect to any delays in the opening of Hillside Elementary School and the closing of Carver Elementary School, both events being scheduled for November, 1970.

II. Faculty and Other Staff

The School Board shall announce and implement the following policies:
(A) Effective not later than September 10, 1970, the principals, teachers, teacher-aides and other staff who work directly with children at a school shall be so assigned that in no case will the racial composition of a staff indicate that a school is intended for black student or white student.

The school district shall, to the extent necessary to carry out this desegregation plan, direct members of its staff as a condition of continued employment to accept new assignments.

(B) Staff members who work directly with children, and professional staff who work on the administrative level will be hired, assigned, promoted, paid, demoted, dismissed, and otherwise treated without regard to race, color, or national origin.

(C) If there is to be a reduction in the number of principals, teachers, teacher-aides, or other professional staff employed by the school district which will result in a dismissal or demotion of any such staff members, the staff member to be dismissed or demoted must be selected on the basis of objective and reasonable non-discriminatory standards from among all the staff of the school district. In addition, if there is any such dismissal or demotion, no staff vacancy may be filled through recruitment of a person of a race, color, or national origin different from that of the individual dismissed or demoted, until each displaced staff member who is qualified has had an opportunity to fill the vacancy and has failed to accept an offer to do so.

Prior to such a reduction, the school board will develop or require the development of non-racial objective criteria to be used in selecting the staff member who is to be dismissed or demoted. These criteria shall be available for public inspection and shall be retained by the school district. The school district also shall record and preserve the evaluation of staff members under the criteria. Such evaluation shall be made available upon request to the dismissed or demoted employee.

"Demotion" as used above includes any reassignment (1) under which the staff member receives less pay or has less responsibility than under the assignment he held previously, (2) which requires a lesser degree of skill than did the assignment he held previously, or (3) under which the staff member is asked to teach a subject or grade other than one for which he is certified or for which he has had substantial experience with a reasonably current period. In general, and depending upon the subject matter involved, five years is such a reasonable period.

(D) In the event that the system, in connection with its implementation of this plan, plans to dismiss or demote personnel, as those terms are used in the preceding paragraphs, a report containing the following information shall be filed with the court and served upon the plaintiff by September 10, 1970:

- (1) the system's non-racial objective criteria used in selecting the staff member(s) dismissed or demoted;

- (2) the name, address, race, type of certificate held, degree or degrees held, total teaching experience and experience in the system and position during the 1970-71 school year of each person to be dismissed, or demoted, as defined in the preceding paragraphs; and in the case of a demotion, the person's new position during the 1970-71 school year and his salaries for 1969-70 and 1970-71;
- (3) the basis for the dismissal or demotion of each person, including the procedure employed in applying the system's non-racial, objective criteria:
- (4) whether or not the person to be dismissed or demoted was offered any other staff vacancy; and, if so, the outcome; and, if not, the reason.

III. Transportation

The transportation system of the school district shall be completely reexamined regularly by the superintendent' his staff, and the school board. Bus routes and the assignment of students to buses will be designed to insure the transportation of all eligible pupils on a non-segregated and otherwise non-discriminatory basis.

IV. School Construction and Site Selection

All school construction, school consolidation, and site selection (including the location of any temporary classrooms) in the system shall be done in a manner which will prevent a dual school structure, and further shall be planned and carried out so as to achieve the objective of promoting the continuing' complete desegregation of the school system.

V. Attendance Outside System of Residence

If the school district grants transfers to students living in the district for their attendance at public schools outside the district, it shall do so on a non-discriminatory basis, except that it shall not consent to transfers where the cumulative effect will reduce desegregation in either district.

VI. Classroom, Non-classroom and Extra-Curricular Activities

The school district shall be prohibited from maintaining any classroom, non-classroom, or extracurricular activity on a segregated basis, so that no student is effectively excluded from attending any class or participating in any non-classroom or extracurricular activity on the basis of race, color, or national origin.

VII. Protection of Persons Exercising Rights under this Order

Within their authority, school officials are responsible for the protection of persons exercising rights under, or otherwise affected by, this order. They shall, without delay, take appropriate action with regard to any student, teacher, or staff member who interferes with the successful operation of the provisions of this order. Such interference shall include harassment, intimidation, threats, hostile words or acts, and similar behavior. If officials of the school system are not able to provide sufficient protection, they shall seek whatever assistance is necessary from other appropriate officials.

VIII. Bi-Racial Advisory Committee

A Bi-Racial Committee composed of ten (10) members, five white and five black, will be appointed by the Court. One of the white and one of the black committee members shall be a high school student in good standing from the district. The chairmanship of the committee shall alternate annually between a black chairman and a white chairman. The committee shall be charged generally with the responsibility for discussing ways and means of achieving interracial harmony and understanding among the students, teachers, and patrons, and shall and shall function as an advisory body to the school board and the Court. Specifically, the committee shall periodically review the transportation system, the selection of school sites, the "modified" freedom of choice plan, and all of the other requirements set out in this order, to ensure their effectiveness in the operation of a unitary system in addition to such other special assignments as the Court may direct. The committee is authorized to hold hearings and make recommendations to the board in connection with these activities.

Before the school board shall submit any proposal of modification of the court-approved student assignment plan to the Court, it shall first submit such proposal to the bi-racial committee; and the bi-racial committee shall, after consideration and study of the proposed modification, submit its findings and conclusions thereon, along with any objections and/or exceptions thereto, or any recommendations or suggestions for improvement, to the school board and the Court.

IX. Reporting Provision

(A) The school district shall, on November 1, 1970, and on April 15, 1971 and annually thereafter, on April 15 of each succeeding year, until further order of this Court, file with the clerk of this Court a report setting forth the following:

(1)

- (a) The number of students by race enrolled in the school district;
- (b) The number of students by race enrolled in each school of the district;
- (c) The number of students by race enrolled in each classroom in each of the schools in the district.

(2)

- (a) The number of full time teachers by race in the district;
- (b) The number of full time teachers by race in each school in the district;
- (c) The number of part time teachers by race in the district;
- (d) The number of part time teachers by race in each school in the district.

(3)

State the number of inter-district transfers granted during the current school semester, or since the last report to the Court, the race of the students who were granted such transfers, and the school district to which the transfers were allowed.

(4)

State whether the transportation system, if any, in the district is desegregated to the extent that Negro and White students are transported daily on the same buses.

(5)

State whether all facilities such as gymnasiums, auditoriums, and cafeterias are being operated on a desegregated basis.

(6)

Give brief description of any present or proposed construction or expansion of facilities; including

- (a) the exact location and nature of the proposed site acquisition, new construction, or expansion;
- (b) the grade levels to be served by the proposed structure, and the anticipated number and race of the students to be assigned;
- (c) the action taken by the board pursuant to the submitted proposal and the anticipated dates for: (1) preliminary architectural plans, (2) final plan, (3) construction bids advertised and accepted, (4) site preparation, and (5) construction undertaken.

(7)

- (a) State whether the school board has sold or abandoned any school facility, equipment, or supplies having a total value of more than \$500.00 since this Court's order entered this day.
- (b) State whether the school board has sold, abandoned, or otherwise transferred any real property of this school district since this Court's order entered this day.
- (c) State whether the school board has closed or discontinued use of any school property, building, or facility since this Court's order entered this day.

(8)

- (a) State whether there is a bi-racial advisory committee to the school board in the school district;
- (b) If so, state whether the bi-racial advisory committee has submitted recommendations to the board of education;
- (c) If so, state the number and disposition of such recommendations;
- (d) If a bi-racial committee is in existence, state briefly the areas of the education process in which the bi-racial committee is to function.

(B) Copies of reports are to be served on the plaintiff.

X. Service

For purposes of this plan, service on the plaintiff shall be effective for serving the Attorney General of the United States, Department of Justice, Washington, D.C. 20530.

XI. Retention of Jurisdiction

Jurisdiction of this cause shall be, and the same hereby is retained for all purposes, and especially for the purpose of entering any and all further orders which may become necessary for the purpose of enforcing or modifying this order, either or both.

The clerk of this Court shall be, and he hereby is directed to mail certified copies of this order by certified mail to all counsel of record and to not such mailings on the docket.

RENDERED AND ENTERED THIS 10th day of September, 1970.

/s/ W. M. Taylor
UNITED STATES DISTRICT JUDGE

twenty-five percentage points above or below the percentage of the Anglo student population in the District as a whole. Beginning in the 1988-89 school year, students shall be selected to participate in the magnets so as to ensure Anglo student populations at the two schools that are within a range of twenty percentage points above or below the percentage of the Anglo student population in the District as a whole.

(b) If the number of students choosing to participate in the Gifted/Talented Magnets is insufficient to meet the attendance goals stated above, the District may implement additional or alternative methods necessary to meet the goals, provided that the District shall notify all parties to this cause of such methods by June 20 of each year. Any party shall have ten calendar days in which to respond to such proposed methods. If any party objects to the proposed methods in writing within the ten day period, the issue shall be submitted to the Court for resolution.

2) Addition of ethnicity as a factor affecting student assignment in the Freedom of Choice Plan.

Beginning in the 1989-90 school year, no school in the District shall have an Anglo student population that is more than twenty percentage points above or below the percentage of the Anglo student population in the District as a whole. Students in pre-kindergarten classes (PK) shall not be counted for purposes of Anglo enrollment percentage in any school.

3) The program shall be known as the FREEDOM OF CHOICE PLAN (with Court-Ordered Modifications, As Amended in 1987).

4) The Austin Middle School for 1987-88 and thereafter will

remain open as a Middle School/Magnet Academy for high performing students, with (1987-88) approximately 200 students admitted on the basis of criteria governing gifted and talented students (those scoring at or above the ninetieth percentile in one or more selected areas of standardized testing or those selected who display outstanding talent in art or music) and another 200 students attending Austin from the general pool of middle school students, priority being given to students who previously attended Austin and students who live closest to the school. If the neighborhood enrollment does not reach 200 students then more gifted and talented students may be added. The minority enrollment at Austin will not exceed 50%. Extra-curricular activities will offered at Austin Middle School.

5) Criteria and mechanics of the new student assignment plan will be supplied to all parties and the Court as they are developed, but in no event later than in time for their consideration and/or implementation for the 1987-88 school year.

6) That the Garland Independent School District will add the minority teacher recruiting techniques described in Court's Exhibit No. 2, presented to the Court on May 6, 1987, which are as follows:

A. Will increase recruiting schedules to 7 black colleges.

B. Will increase recruiting to at least 4 out of state universities.

C. Notify minority community groups of the teaching vacancies. Provide feedback to groups on status of applicants.

D. Develop a referral process for community minority leaders to recommend applicants.

E. Advertise in major metroplex papers.

F. Revise existing brochures to show "new employee benefits package" to attract minority applicants.

G. Establish certification "hot-line" for applicants.

H. Work with community groups to establish college scholarships for interested minority students. This scholarship would be for students going into the teaching field.

I. Seek input on recruiting schedule from bi-racial committee.

J. Offer contracts as early as possible to attract minorities before they sign with other districts.

7) The ethnic criteria established in the foregoing paragraph (2) of this Judgment shall be applicable to the student population at all future schools constructed.

8) Reports relative to the implementation and operation of the student assignment and teacher recruitment plan shall be filed quarterly with the Court, with the first report due June 20, 1987. The quarterly reports due on September 20th and March 20th shall detail students and teachers by race and ethnicity by campus and grade.

9) The parties agree to meet and confer relative to the time and method of appointment, as well as the number and ethnic composition of the existing Bi-racial Committee. If the parties can agree with same within thirty days of this Agreed Judgment, they shall advise the Court of their agreement by that time. If no agreement can be reached, the parties shall submit their respective positions concerning the Bi-racial Committee within this thirty day period to the Court for resolution. The Court will enter an Order concerning the Committee by August, 1987.

10) The State of Texas shall reimburse the District for the cost of any transportation necessitated by this Agreement.

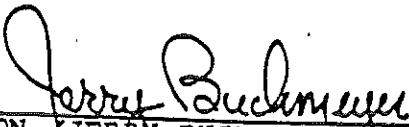
After reviewing such agreement, the Court is of the opinion and finds that such agreement is fair, adequate and reasonable and should be in all things approved.

IT IS, THEREFORE, ORDERED that the compromise and settlement agreement as above set out shall be and the same is hereby in all things approved.

IT IS FURTHER ORDERED that in view of the agreed-upon ethnic parameters for all new schools, the Preliminary Injunction heretofore entered herein on the 7th day of April, 1987, concerning site selection and school construction shall be and the same is hereby in all things dissolved.

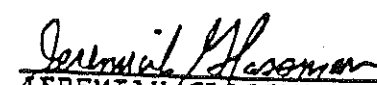
All Orders not in conflict with this Agreed Judgment shall remain in full force and effect.

SIGNED this 14th day of July, 1987.

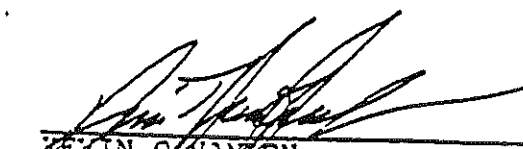


HON. JERRY BUCHMEYER
UNITED STATES DISTRICT JUDGE

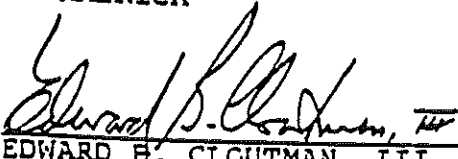
Agreed as to form and content:




JEREMIAH GLASSMAN
ATTORNEY FOR THE UNITED STATES
OF AMERICA



KEVIN C. HANSON
ASSISTANT ATTORNEY GENERAL FOR
THE STATE OF TEXAS



EDWARD B. CLOUTMAN, III
ATTORNEY FOR THE GARLAND BRANCH
OF THE NAACP



EARL LUNA
ATTORNEY FOR GARLAND INDEPENDENT
SCHOOL DISTRICT

GARLAND INDEPENDENT SCHOOL DISTRICT
720 STADIUM DRIVE
GARLAND, TEXAS

NOTICE OF SCHOOL DESEGREGATION PLAN UNDER TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964

This notice is made available to inform you about the desegregation of our schools. Keep a copy of this notice. It will answer many questions about school desegregation.

1. Desegregation Plan in Effect

The Garland Public School System is being desegregated under a plan adopted in accordance with Title VI of the Civil Rights Act of 1964. The purpose of the desegregation plan is to eliminate from our school system the racial segregation of students and all other forms of discrimination based on race, color, or national origin.

2. Thirty-Day Spring Choice Period

Each student or his parent, or other adult person acting as parent, is required to choose the school the student will attend next school year. The choice period will begin on January 8, 2002 and close on February 6, 2002.

3. Explanatory Letters and School Choice Forms

On the day prior to the choice period, an explanatory letter will be sent to the parent, or other adult person acting as parent, of each student then in the schools who is expected to attend school the following year. A school choice form is on the reverse side of each letter. Additional copies of the letter, the choice form, and this notice are freely available to the public at any school and at the Director of Pupil Personnel's office.

4. Returning the Choice Forms

Parents and students, at their option, may return the completed choice forms by hand to any school or by mail to the Records Center, at any time during the 30-day choice period. No preference will be given for choosing early during the choice period. A choice is required for each student. No assignment to a school can be made unless a choice is made for the student.

5. Choice Form Information

This school choice form lists the names, locations and grades offered for each school. The reasons for any choice made are not to be stated. The form asks for the name, address, and age of the student, the school and

grade currently or last attended, the school chosen for the following year, an appropriate signature, and whether the form has been signed by the student or his parent. Any letter or other written communication which identifies the student and the school he wishes to attend will be deemed just as valid as if submitted on the choice form supplied by the school system. The names of students and the schools they choose or are assigned to under the plan will not be made public by school officials.

6. Signing the Choice Form

A choice form may be signed by the parent or other adult person acting as parent. A student who has reached the age of 18 at the time of choice may sign his own choice form.

7. Processing of Choices

No choice will be denied for any reason other than the choice would compromise the established ethnic ratio or enrollment cap. In cases where granting all choices would adversely affect the ethnic ratio or enrollment cap, the students choosing the school who live the closest to it will be assigned to that school

A. The Garland Independent School District establishes bus routes for regular students using the theory that the route will run to the closest school that is projected not to exceed the designated ethnicity ratio and enrollment cap.

B. A family will not be required to split its children between two schools which have the same grade levels.

C. A student who moves into an area in which the closest school has already reached the ethnicity ratio or enrollment cap is allowed admission to that school if it would require establishing new bus routes to accommodate the student.

8. Notice of Assignment, Second Choice

All students and their parents will be promptly notified in writing if their school assignments are not granted. Should any student be denied his choices because of the ethnicity ratio or enrollment cap he will be promptly notified and given a choice among all other schools in the system where space is available.

9. Students Moving Into the Community

A choice of school for any student who will be new to the school system may be made during the 30-day choice period or at any other time before he enrolls in school. An explanatory letter and the school choice form will be given out for each new student as soon as the school system knows about the student. At least seven days will be allowed for the return of the choice form when a choice is made after the 30 day choice period.

10. Students Entering First Grade
The parent or other adult person acting as parent of every child entering the first grade is required to choose the school his child will attend. Choices will be made under the same free choice process used for students new to the school system in other grades, as provided in paragraph 9.
11. Priority of Late Choices
No choice made after the end of the 30-day choice period may be denied for any reason other than that the choice would compromise the established ethnicity ratio or enrollment cap. In the event the ethnicity ratio or enrollment cap is exceeded, choices made during the 30-day choice period will have first priority. Ethnicity ratios and enrollment caps will be determined by the standard provided for in paragraph 7. Any parent or student whose first choice is denied because of ethnicity ratio or enrollment cap will be given a second choice in the manner provided for in paragraph 8.
12. Test, Health Records and Other Entrance Requirements
Any academic tests or other procedures used in assigning students to schools, grades, classrooms, section, courses of study, or for any other purpose, will be applied uniformly to all students without regard to race, color, or national origin. No choice of school will be denied because of failure at the time of choice to provide any health record, birth certificate, or other academic document. The student will be tentatively assigned in accordance with the plan and the choices made, and given ample time to obtain any required document. Curriculum credit, and promotion procedures will not be applied in such a way as to hamper freedom of choice of any student.
13. Choices Once Made Become Binding
Once choices have been submitted and the 30 day window closes, they may not be changed. The choices are binding for the entire school year to which they apply, except in the case of (1) COMPELLING HARDSHIP, (2) CHANGE OF RESIDENCE TO A PLACE WHERE ANOTHER SCHOOL IS CLOSER, (3) THE AVAILABILITY OF A SCHOOL DESIGNED TO FIT THE SPECIAL NEEDS OF A PHYSICALLY HANDICAPPED STUDENT, OR (4) THE AVAILABILITY AT ANOTHER SCHOOL WHICH IS NOT AVAILABLE AT THE SCHOOL CHOSEN.
14. All Other Aspects of School Desegregation
All school-connected services, facilities, athletics, activities and programs are open to all of a desegregated basis. A student attending school for the first time on a desegregated basis may not be subject to any disqualification or waiting period for participation in activities and programs, including athletics, which might otherwise apply because he is a transfer student. All transportation furnished by the school system will operate on a

desegregated basis. Faculties will be desegregated, and no staff member will lose his position because of race, color, or national origin. This includes any case where less staff is needed because schools are closed or enrollment is reduced.

15. Attendance Across School System Lines

No arrangement will be made, or permission granted, by this school system for any students living in the community it serves to attend school in another school system, where this would tend to limit desegregation, or where the opportunity is not available to all students without regard to race, color or national origin.

16. Violations to be Reported

It is a violation of our desegregation plan for any school official or teacher to influence or dissuade any person from choosing a school where a desegregated education can be obtained or to threaten any person with penalties or promise favors for any choice made. It is also a violation of Federal regulations for any person to intimidate, threaten, coerce, retaliate or discriminate against any individual for the purpose of interfering with the free making of a choice of a desegregated school. Any person having any knowledge of any violation of these prohibitions should report the facts immediately by mail or phone to the office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (telephone 202-962-0333). The name of any person reporting any violation will not be disclosed without his consent. Any other violation of the desegregation plan or other discrimination based on race, color, or national origin in the school system is also a violation of Federal requirements and should like wise be reported. Anyone with a complaint to report should first bring it to the attention of State or local school officials, unless he feels it would not be helpful to do so. If State or local officials do not correct the violation promptly, any person familiar with the facts of the violation should report them immediately to the U.S. Office of Education at the above address or phone number.