

If the Superintendent has sufficient information from which to make a determination, he/she shall enter a Letter of Findings with thirty (30) days from receipt of the complaint. If additional information or an investigation is necessary, the Superintendent shall have (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60- day timelines outlined above may be extended, in the sole discretion of the Superintendent.

COMPLAINT FORM

To Report Fraud, Waste, Mismanagement, Corruption or Misuse of State

**ADDITIONAL FACTS ON WHICH THE STATEMENT IS BASED AND THE
SPECIFIC INFORMATIO**

Name: _____
 Last First Middle

Address : _____

City: _____ State: _____ Zip: _____

Email: _____
