

Why File an OCR Complaint?



Schools have a responsibility to protect every student's right to learn in a safe environment without discrimination and injustice. **The Office of Civil Rights (OCR)** may get involved to protect a child's rights if they are not being followed according to U.S. laws that prohibit discrimination on the basis of **race, color, national origin, sex, disability, and age** in programs or activities that receive federal financial assistance from the Department of Education.

How to File an OCR Complaint



Anyone can file an OCR complaint, including those filing on behalf of others. If you wish to file a complaint, you can contact the Illinois OCR office at:

Chicago Office: Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building 230 S.
Dearborn Street, 37th Floor Chicago, IL
60604

Telephone: **312.730.1560**
FAX: 312.730.1576; TDD: 800.877.8339
Email: OCR.Chicago@ed.gov

OR you can use the online complaint form, available here:

bit.ly/OCRForm

Information on filing complaints in different languages can be found here:

bit.ly/HowToFileOCR

By law, you must file a complaint within 180 days of the last act of discrimination. If you do not file within this time period, you will be asked to show "good cause" (good reason) why you did not file within the 180-day period.

What You Need to File an OCR Complaint



If you choose to file a complaint, you will be asked to provide:

- Your name, address, and email address
- The name and contact information for the target of discrimination, their story of the discriminatory treatment, and their written consent (if filing on behalf of the target of discrimination)
- The name and address of the entity (i.e. the school) you believe to have discriminated
- A description of the different treatment with details so that OCR can understand:
 - **What** happened
 - **When** it happened
 - The **reason** for the different treatment (i.e., a disability)
- What you would like the institution or entity to do as a remedy/result of your complaint

Additional Resources



For more information, visit the Department of Education's OCR Website at bit.ly/OfficeCivilRights

For any additional questions or support filing a complaint, contact Legal Council for Health Justice at **312.427.8990** or go to legalcouncil.org