**Section 1300.30 Applicability of Procedure**

a) To be eligible for consideration, each grievance shall be submitted in accordance with the procedure established in Sections 1300.40 and 1300.50 of this Part.

b) A complainant's failure to submit a grievance or to appeal it to the next level for consideration within the applicable time limit shall be deemed a withdrawal of the grievance or the complainant's acceptance of the response most recently given by the State Board of Education under the grievance procedure.

c) Upon becoming aware that an individual has a complaint or wishes to file a formal grievance, staff of the State Board of Education shall instruct the individual how to receive information about the procedure established under this Part and a copy of the grievance form.