**Section 1300.40 Designated Coordinator's Level**

a) Each individual who wishes to submit a grievance shall complete a grievance form and submit it to the designated coordinator for the State Board of Education no later than 180 days after the occurrence of the alleged instance of discrimination.

b) The designated coordinator shall provide such assistance as may be necessary to help individuals avail themselves of the grievance process, including assisting in completing the grievance form if requested to do so. Incomplete grievance forms shall not be considered.

c) The designated coordinator or a representative shall investigate the grievance and shall make reasonable efforts to resolve it if it is found to be valid. The designated coordinator shall provide a written response to the complainant and to the State Superintendent of Education within 15 days after receipt of a completed grievance form.