

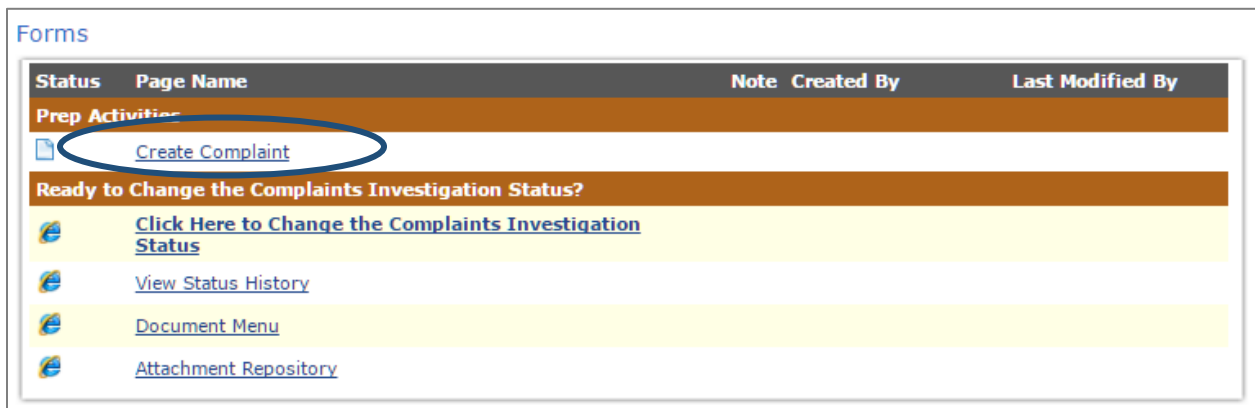
## State Complaints: How to Associate a Complaint with Two Districts



This how-to document is intended for the State Complaint team within the Michigan Department of Education (MDE).

### CREATE A COMPLAINT

1. Log in to the [CIMS system](https://cimsmichigan.org) (<https://cimsmichigan.org>).
2. Click the **View Opportunities** button on the home page.
3. Click the **Create Complaint** button on the Opportunities page. This will bring you to the Complaints Module Menu.
4. From the Complaints Module Menu, click the **Create Complaint** link at the top of the Forms Menu.



### IDENTIFY A DISTRICT

5. Identify the district that this complaint has been filed against by using the drop-down menu (organized by alphabetical order).
6. If the complaint is against multiple districts, choose **Yes** from the column next to the drop-down menu.
7. If Yes is selected, a second drop-down menu will appear. Select the second district from this list. Click **Save**.
8. After saving the page, both districts will show beneath the drop-down menu. Confirm your district choice by clicking the assurance box to verify the district list is correct.

**Identify District(s)**

District Name	Associate complaint to another district?
Alcona Community Schools	<input checked="" type="radio"/> Yes <input type="radio"/> No

District Name

- Academic and Career Education Academy
- Academic Transitional Academy
- Academy for Business and Technology
- Academy of International Studies
- Academy of Warren
- ACE Academy (SDA)
- Achieve Charter Academy
- Adams Township School District
- Addison Community Schools
- Adrian City School District
- Advanced Technology Academy
- AGBU Alex-Marie Manooagian School
- Airport Community Schools
- Akron-Fairgrove Schools
- Alanson Public Schools
- Alba Public Schools
- Albion Public Schools
- Alcona Community Schools
- Algonac Community School District

**You have chosen the following districts:**

Alcona Community Schools 17-0026  
 Algonac Community School District

I verify that the above district list is complete and correct.\*



To select more than one district, hold the CTRL key down and click with your mouse while scrolling until you have selected all additional districts.

- After you have identified all districts, click **Save** to come back to your work later, or click **Complete Intake Form** from the blue menu at the top of the page. Once you select Complete Intake Form, you will no longer be able to make change on this page.

### WHAT HAPPENS NOW?

Next, complete the Intake Form and continue with the Complaint process. For more information on how to copy all the information from the initial complaint to the associated complaint, please visit the [CIMS training website](#).