



Written Procedure for Processing Parent Suggestions

Date: September 23, 2025

Comments and suggestions made by parents are important to the planning, design, and implementation of the Title I Program at Odyssey Online Learning.

The following procedure is followed when parent comments questions, or suggestions are received regarding the school Title I program:

1. Information is shared with appropriate school level personnel, as needed.
2. After discussion or research of information, a decision is made regarding information received and the appropriate person (principal or Title I coordinator) provides parent(s) with a response. Responses may be provided verbally, in a meeting, via telephone, by letter/note, or in e-mail; as appropriate.
3. If the Title I program is not satisfactory to the parents of participating children, Odyssey Online Learning will submit any negative comments to the Charter Institute at Erskine, which will then be shared with South Carolina Department of Education as part of the submission process.

Sincerely,

Ashley Owings
Executive Director
Odyssey Online Learning