

4. Notification for Complaint Investigation	
<i>By federal and state regulation, you must send a copy of the request for complaint investigation to the school district. Indicate below when and to whom you sent the copy of the complaint letter.</i>	
Date Sent: ____/____/____	
_____	_____
Special Education Director or Superintendent	Mailing Address
Tracking # (if applicable) _____	Email address: _____

5. Signature(s)	
<i>By federal and state regulation, you must sign the request for complaint investigation.</i>	
Requestor's Signature: _____	Date: ____/____/____

Complaint Request Checklist

Before submitting your request for a formal complaint investigation, please make sure you have completed the items listed below.

- You provided the student's name, contact information, and name of the school or school district the student attends when requesting a formal complaint investigation on behalf of an individual student. (Section 1)
- You provided your name, address, email, and contact information where you can be reached. (Section 2)
- You provided detailed information about when, where, and how the alleged violation took place. (Section 3)
- You provided a proposed solution to the problem. (Section 3.e.)
- You signed your complaint. (Section 5)
- You sent a signed copy of your complaint to the school district. (Section 4)
- Only alleged violations that occurred within ONE YEAR of the date the Department receives the complaint investigation request will be considered. (Section 3.c.)

Mail, fax, or email your complaint to:

<p>Louisiana Department of Education Attn: Legal Division 1201 North 3rd Street Baton Rouge, LA 70802 Fax: (225) 342-1197 Email: DisputeResolution.DOE@la.gov</p> <p align="center"><i>oy"U@k-j y-au'</i></p> <p><i>You must also send a signed copy of your Request for Formal Complaint Investigation to the special education director or superintendent of the school district that allegedly committed the violation.</i></p>

Accessibility needs of the parent or student with a disability to participate in the investigation.

Translation Needs (Please specify): _____

Interpreter Needs (Please specify): _____

Accessibility Needs (Please specify): _____