

REQUEST FOR SPECIAL EDUCATION FORMAL COMPLAINT INVESTIGATION

You may choose not to use this form to request a complaint investigation; however, requests for complaint investigations must include all of the information required by law. Requests must be signed. A checklist is on the last page of this form for you to use before mailing/faxing the completed form.

If your request for a formal complaint investigation is student-specific, you are required to provide the student's name and school district. If your request alleges systemic violations of special education law, skip the "Student Information" section and complete the rest of the form.

1. Student Information
Name: _____ Date of Birth: ____/____/____ Address: _____ City: _____ State: _____ Zip: _____ Phone number: _____ Alternate phone number: _____ Name of campus student attends/attended: _____
2. Requestor Information
Requestor Name: _____ Relationship to student: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone number: _____ Alternate phone number: _____ Fax number: _____ Email address: _____
3. Complaint Information
<p><i>Your complaint must allege a violation of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, and/or La. Bulletin 1706. The alleged violation must have occurred not more than one year prior to the date the complaint is received by the school district.</i></p> <p>Attach pages with additional information or allegations as needed. (Pages attached <input type="checkbox"/>)</p> <p>a. What is the alleged violation? (Describe the nature of the problem.)</p> <p>b. What are the facts on which the allegation is based?</p> <p>c. What are significant dates and events that may be relevant to this allegation?</p> <p>d. If you have a proposal for how the issue stated in (a) could be resolved, please describe your proposal.</p> <p>e. What documents supporting the facts should be reviewed by the Department regarding this allegation? (Optional)</p>

4. Notification for Complaint Investigation

By federal 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.

Date: ____/____/____

Special Education Director or
Superintendent

Address

Certified Mail Return Receipt Requested / Tracking # (if applicable)

5. Signature(s)

By federal regulation, you must sign the request for complaint investigation.

Requestor(s) Signature: _____ Date: ____/____/____

Checklist

Before mailing/faxing your request for a complaint investigation, please make sure you have completed the items listed below.

- You have provided the student's name, contact information, and name of the school district the student attends (Section 1, when requesting a due process hearing or a formal complaint investigation on behalf of one student).
- You have provided your name, address, and contact information where you can be reached (Section 2).
- You have provided detailed information about when, where, and how the alleged violation took place (Section 3).
- You have provided a proposed solution to the problem (optional) (Section 3.e.).
- You have signed your complaint (Section 5).
- You have provided a copy of your complaint to the school district. (Section 4).
- You have sent your complaint in time for it to be received by the school district and the Department no later than ONE YEAR after the last act or event of which you are complaining (Section 3.c.).

Mail, fax, or email your complaint to:

Louisiana Department of Education
 Attn: Legal Division
 1201 North 3rd Street
 Baton Rouge, LA 70802
 Fax: (225) 342-1197
Email: DisputeResolution.DOE@la.gov

*A copy of your request for formal complaint investigation **must** also be sent to the special education director or superintendent of the school district about which you are complaining.*