

Delaware Department of Education  
Exceptional Children Resources  
John G. Townsend Building  
401 Federal Street, Suite 2  
Dover, DE 19901  
Phone: (302) 735-4210  
Fax: (302) 739-2388  
<http://www.doe.k12.de.us>

**DUE PROCESS COMPLAINT FORM**  
**AND REQUEST FOR DUE PROCESS HEARING**

The Delaware Department of Education provides this Due Process Complaint form in accordance with the Individuals With Disabilities Education Act (“IDEA”), and federal and state regulations. *A due process complaint may be filed by a parent or public agency relating to: (1) the identification; (2) the evaluation; (3) the educational placement; and/or (4) the provision of a free appropriate public education to a child with a disability.* Parents or public agencies may, but are not required to use this form when filing a due process complaint. For additional information, please see the Department’s Due Process Complaint and Hearing Procedures on the Department’s website at: [www.doe.k12.de.us](http://www.doe.k12.de.us) or contact (302) 735-4210. You may also refer to the Department’s regulations concerning due process hearings at 14 DE Admin Code §§ 925.7.0 through 18.0 and federal regulations at 34 C.F.R. §§ 300.507 through 518.

(1) Name of Parent or Public Agency Filing the Complaint:

Address:

Telephone Numbers:

Email:

Relationship to Student (check one)

Parent  Guardian  Advocate  Other



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(4) Provide A Proposed Resolution of the Problem (to the Extent Known and Available to You):

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(5) Signature of Parent or Public Agency Filing the Due Process Complaint:

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(Sign here)

\_\_\_\_\_  
(Date)

**➤ TO FILE YOUR DUE PROCESS COMPLAINT, SEND IT TO:**

Secretary of Education  
Delaware Department of Education  
John G. Townsend Building  
401 Federal Street, Suite 2  
Dover, Delaware 19901

***Important Note:***

You must also send a copy of the complaint to the opposing party at the same time you send it to the Secretary of Education. The opposing party may be the school district, charter school, or other public agency serving the student, or the parent or guardian of the student.