

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>

SPECIAL EDUCATION STATE COMPLAINT FORM

The Delaware Department of Education provides this State Complaint form in accordance with the Individuals With Disabilities Education Act ("IDEA"), and federal and state regulations. Persons or organizations who wish to file a State Complaint may, but are not required to use this form. Note, all information requested by this form must be provided to the Department before an investigation can proceed. You may use additional sheets as needed and attach relevant documents to support your allegations. For additional information on filing a State Complaint, please see the Department's Special Education State Complaint Procedures on the Department's website at: www.doe.k12.de.us or contact (302) 735-4210. You may also refer to the Department's regulations concerning State Complaints found at 14 DE Admin Code §§ 923.51.0 through 53.0 and federal regulations at 34 C.F.R. §§ 300.151 through 153.

(1) **Name of Person or Organization Filing the Complaint:**

Address: _____

Telephone Numbers: _____

Email: _____

Relationship to Student (check one) ☐ Parent ☐ Guardian ☐ Advocate ☐ Other

(2) **Student Information, if Alleging a Violation with Respect to a Specific Student:**

Student's Name: _____

Address: _____

School the Student is Attending: _____

(Note: In the case of a homeless child or youth, please provide any available contact information for the child).

Provide A Description of the Problem Involving the Student, Including the Related Facts:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

Provide A Description of the Attempts Made to Resolve the Problem(s) Prior to Filing the Complaint:

- (3) Provide A Statement the School District, Charter School, or Other Public Agency Violated a Requirement of Part B of the IDEA or the Department's special education regulations, and the Facts Upon Which the Statement is Based, including the Time Frame the Incident(s) Occurred.

(Note, the alleged violation(s) must not have occurred more than one year prior to the date the Department receives the Complaint)

- (4) Signature of Person or Organization Filing the Complaint:

(Sign here) (Date)

TO FILE YOUR STATE COMPLAINT, SEND IT TO:

Mary Ann Mieczkowski, Director
Exceptional Children Resources
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 school district, charter school, or other public agency serving the student at the same time you file the Complaint with the Department of Education.