REQUEST FOR COMPLAINT INVESTIGATION

PLEASE NOTE: A complaint may be filed through the use of this form or by a written letter sent by fax or postal mail. E-mails cannot be accepted as formal complaints because they do not meet signature requirements under 34 C.F.R. 300.153(b)(3). If upon analysis of a request, a complaint is opened, a complaint investigation will be completed within 60 days of receipt in the California Department of Education (CDE) Special Education Division Procedural Safeguards Referral Service (PSRS) of all required information.

The written complaint must specify at least one alleged violation of state and/or federal special education laws that occurred not more than one year prior to the date the complaint is received by the CDE. The party filing a complaint must forward a copy of the complaint to the LEA or public agency serving the child at the same time the party files a compliance complaint with the CDE. [34 Code of Federal Regulations (CFR) 300.153(d)]

Please return the completed form to: California Department of Education; Special Education Division; Procedural Safeguards Referral Service; 1430 N Street; Suite 2401; Sacramento, CA 95814; Phone: (800) 926-0648; FAX: (916) 327-3704

Name of School District or other Public Educational Agency that allegedly violated state and/or federal special education laws:

Complainant Contac	t Information:		
Name			
Address			
City		, CA Zip Code	
Phone Numbers (Plea	ase note the best time to	call):	
(day)		(evening)	
(work)	ext	(fax)	
Parent/Guardian Info	ormation (if different from	m above):	
Name(s)			
		, CA Zip Code	
Parent/Guardian Phor	ne Numbers (if phone con	tact is permitted, please indicate the best time to call):	
(day)		(evening)	
(work)	ext	(fax)	
Student Information (If alleging violations with respect to a specific child):			
Name			
Date of Birth		Current Grade Level	
Address Where Stude	nt Resides (If different fro	om Parent/Guardian information):	
Address			
		, CA Zip Code	
School of Attendance	(required)		

Pursuant to 34 CFR 300.153(b)(1), I would like to file a coagency listed on page one has violated state and/or fede (Include a specific statement of each alleged violation and the additional pages (CFR 300.153(b)(2))	eral education laws. Here are the facts of what happened
Who have you contacted regarding the above issue(s)?	What was the outcome?
Proposed Resolution (34 <i>CFR</i> 300.153(b)(4)(v)): A complaint investigation would not be necessary if:	
Has your child been referred for special education? Yes	es No
Was your child ever identified for special education? Ye	es No
Does your child have an individualized education prograinclude a copy of the most recently signed IEP.	am (IEP)? Yes No If yes, please
Include copies of any other documents that apply to this assessment plans, written correspondence or mediation	
Signature of Complainant	Date