

Model Special Education Complaint Form

The use of this form is optional. Complainants may submit a special education complaint on plain paper, stationery, etc., or all information can be provided in any alternative format.

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Email: _____

Relationship to Student: Parent or Guardian Citizen Attorney
 Student

Student's Name:
Address, if different than yours:
If the student is homeless, please provide their current contact information:
Date of Birth (optional):
Name of School and District:
Student's Grade (optional):

According to federal regulations, a special education complaint must:

1. Be in writing, or all information can be provided in any alternative format;
2. Be signed;
3. Include a statement that a public agency (usually a school district) has violated a federal or state special education law;
4. Include the facts on which the allegation is based, how it has affected the student and the outcome or resolution sought; and
5. Must allege a violation that occurred within one year before the date filed with the NH Department of Education.

1. Statement of the violation

You do not have to quote the specific requirement that you believe was violated, but you must explain what you believe the school has done wrong, for example, "the teachers are not following my/the child's IEP."

2. Facts upon which the allegation is based

Describe what the school has done that violated special education requirements and how that affects your child, for example, "My/The child's IEP says he will be seated in the front of the classroom, but on numerous visits to my child's classroom, he was seated in the back of the classroom. Because of his vision and hearing problems, he needs to sit close to the blackboard and the teacher."

3. Resolution or Outcome desired to address the alleged violation (to the extent known and available to the party)

****Please check the box to confirm that a copy of this special education complaint has been sent to the School District at the same time you filed the special education complaint with the NH Department of Education.**

Signature: _____

Date: _____

Please send the completed form to:
New Hampshire Department of Education
Attention: Special Education Complaint Office
25 Hall Street
Concord, NH 03301

If you have any questions, please contact the Special Education Complaint Office at (603) 271-3196.