



STATE SYSTEMIC COMPLAINT INVESTIGATION REQUEST FORM

This form may be used to file a state complaint investigation request.

Please send to:

Date of receipt by MDOE:

Dispute Resolution Office
Office of Special Services and Inclusive Education
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Email: dueprocess.doe@maine.gov
Fax: (207) 624 – 6641

1. Contact information for individual requesting systemic complaint investigation: (Required)

Name	
Address	
City	
State/Zip code	
Email	
Home Phone	
Cell phone	

2. School(s), District, or Public Agency where alleged systemic violation has occurred or is occurring: (Required)

3. Please describe the policy, practice, or procedure that you believe: (Required)

- a. is, or has resulted in, a violation of Part B or Part C of IDEA or Chapter 101, MUSER; and
- b. is, or has the potential to be, applicable to a group of students, named or unnamed. Attach additional pages as needed.

4. Please specify the facts upon which the above statement is based. If you choose to provide the names of children, please also provide the full names, addresses and contact information for their parents. **(Required)** Attach additional pages as needed.

5. How would you like this situation to be resolved? Attach additional pages as needed. **(Optional)**

6. To your knowledge, has the school district or CDS site taken any action to correct the alleged violation? Attach additional pages as needed. **(Optional)**

7. Notifications:

Did you previously notify the District or Public Agency of this problem? **(Optional)** Yes No

Person notified: _____ Date notified: _____
Please print

How did you notify the District or Public Agency? _____

***Date you sent a copy of this completed form to the school Superintendent or Public Agency board chair (Required):** _____

Signature of individual submitting request (Required)

Signature Date

Printed Name

For additional information or assistance, you may wish to contact:

- The superintendent or special education director of the school district or Public Agency site board chair.
- The MDOE, Dispute Resolution Office-telephone: 207-624-6644 fax: 207-624-6641 Maine Relay 711 or email: dueprocess.doe@maine.gov
- The Maine Parent Federation (MPF) 800-870-7746

The Maine Department of Education provides equal opportunity in its programs and services. If you need accommodations, please contact the Dispute Resolution Office, at 207-624-6644, Maine Relay 711 or email: dueprocess.doe@maine.gov

Dispute Resolution Office
Office of Special Services and Inclusive Education
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Voice: 207-624-6644
Fax: 207-624-6641
TTY: MAINE RELAY 771
Email: dueprocess.doe@maine.gov