



Systemic Complaint Investigation Request

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

Please send to: Due Process Office,
Office of Special Services,
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

Date of receipt by MDOE:

I. Contact information for individual requesting systemic complaint investigation:

Name:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip code:	<input type="text"/>
Email address:	<input type="text"/>		
Home phone:	<input type="text"/>	Work phone:	<input type="text"/>
Cell phone:	<input type="text"/>	Fax:	<input type="text"/>

II. School district or CDS site where alleged systemic violation has occurred or is occurring:

III. Please describe the policy, practice or procedure that you believe: 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, names or unnamed. Attach additional pages as needed.

IV. 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. Attach additional pages as needed.

--

V. How would you like this situation to be resolved? Attach additional pages as needed*.

--

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

--

VII. Notifications:

Did you notify the district/CDS of this problem?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

Person notified:

--

Date notified:

--

How you notified the district/CDS:

--

Date you sent a copy of this completed form (this is a requirement) to your school superintendent/CDS board chair or regional site director:

--

Signature of individual submitting request:

Signature

Date

For additional information or assistance you may wish to contact:

- The superintendent or special education director of the school district or CDS site board chair or regional CDS site director.
- The MDOE, Due Process Office—telephone: (207) 624-6644 fax: (207) 624-6641 TTY: Maine Relay 711 or email: patricia.neumeyer@maine.gov
- The Maine Parent Federation (MPF)—(800)-870-7746

The State of Maine Department of Education provides equal opportunity in its programs and services. If you need accommodations, please contact the Due Process Office Associate, Pat Neumeyer, at (207) 624-6644, TTY: Maine Relay 711 or email: patricia.neumeyer@maine.gov.

*** This information is not required but will assist the Due Process office.**