



STATE COMPLAINT INVESTIGATION REQUEST FORM

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

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:

Are you willing to participate in mediation? Yes No

1. Name of person requesting complaint investigation: _____
(please print)

I am a Parent I am an Interested Party

2. Contact Information:

Parent#1

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

Parent #2

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

Interested party

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

3. Child's information

Child's Name
Date of Birth
List Disability
Child's residence
Home phone
School district/CDS site
School/ program
Grade/Level
Address of program

Does the child have a current IEP? Yes No

Is the Child tuitioned to the school/program listed above? Yes No

If yes, which town or district is responsible? _____

Will the parent(s)/adult student be represented by an attorney or advocate in this complaint investigation? Yes No

4. Attorney/Advocate's information

Name of Attorney/Advocate
Address
City
State/Zip code
Email address
Phone number
Fax number

5. Description of the issue(s):

Note: Completely and accurately describe the reason(s) you are asking for an investigation and the outcome you are seeking. This includes a description of the child's special needs. Please describe the child, the child's IEP/IFSP or educational program and the reason(s) you are requesting an investigation. Please be as complete as possible including dates, names, and places when appropriate, as well as all of the issue(s) you want the investigator to address, and the facts relating to those issues. **(Use additional pages if needed)**

6. How could this problem be resolved? (attach additional pages if necessary)

This form must be mailed to the Maine Department of Education, DPO, 23 State House Station, Augusta, Me 04333 or faxed to 207-624-6641. At the same time, you must send a copy to the school district Superintendent. Please sign below that you are complying with this requirement.

I certify that I am sending this complaint investigation request to the Maine Department of Education and at the same time, I am sending a copy to the school district Superintendent.

Signature

Signature of individual submitting request

Signature

Date

Print name

If the individual submitting this request is an adult student (18 years of age or older) and no longer under a parent's legal guardianship, the form must be signed by the adult student, not his or her parent.

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 Maine Relay 711 or email: katherine.chadwick@maine.gov
- The Maine Parent Federation (MPF) 800-870-7746

Note to parents requesting a due process hearing: Recent amendments to state and federal laws concerning special education services for children with disabilities require parents or their attorneys to provide information contained within this form to the State Department of Education and the local school district. Failure to provide this information may result in a reduction in the award of any attorney fees (20 USC §615(b)(7) and §615(i)(3)(F) and Title 20-A MRSA §7207-B(3-A).

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

Due Process Office
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