



**STATE SYSTEMIC COMPLAINT INVESTIGATION REQUEST FORM**

This form may be used to file a state systemic 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:

1. Contact information for individual requesting systemic complaint investigation:

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

2. Schools district or CDS site where alleged systemic violation has occurred or is occurring:

3. 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.

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. Attach additional pages as needed.

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

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

7. Notifications:

Did you notify the district/CDS of this problem? Yes  No

Person notified: \_\_\_\_\_ Date notified: \_\_\_\_\_  
Please print

How did you notify 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

\_\_\_\_\_  
Print name

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: [Dueprocess.DOE@maine.gov](mailto:Dueprocess.DOE@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 Replay 711 or email: [Dueprocess.DOE@maine.gov](mailto:Dueprocess.DOE@maine.gov)**

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