Indiana Department of Education
SUPPORTING STUDENT SUCCESS

http://doe.state.in.us/exceptional/speced/complaint-investigations/welcome.html

Filing a Complaint

Indiana Department of Education
Center for Exceptional Learners
Office of Special Education
151 W Ohio Street
Indianapolis, IN 46204
Telephone: (317)232-0570
Toll Free: 1-877-851-4106
Fax: (317)232-0589

INSTRUCTIONS: Form may be completed electronically, printed, and must include a hand written signature. Please mail or faxed a copy to the Center for Exceptional Learners.

COMPLAINANT INFORMATION			
Name:		Date:	
Address:		Telephone number:	
		E-mail address:	

STUDENT INFORMATION (If Applicable)					
Name of Student:		Date of Birth(M/D/Y):			
Address of Student (or contact information if student is homeless):		Age:		Grade:	

SCHOOL INFORMATION	
Name of School Student attends:	
Name of School Corporation:	

STATEMENT OF VIOLATION

Provide a statement alleging that the school has violated a requirement of Article 7 or the Individuals with Disabilities Education Improvement Act (IDEA). You are not required to specify what law was violated, but you must explain why you believe the school has not complied with Article 7 or IDEA. Example: "The teacher is not following my child's IEP." (Space below is limited to 24 lines. Attach additional pages as necessary.)

FACTS RELATED TO THE ABOVE ALLEGATION

Based on your statement of violation, please include the facts relevant to the alleged violation(s). Include all important facts in this description. Example: "On October 13th, my child was not allowed extra time on his history exam." (Space below is limited to 21 lines. Attach additional pages as necessary.)

PROPOSED RESOLUTION

Briefly explain how you would like the problem to be solved. (Space below is limited to 21 lines. Attach additional pages as necessary.)

Printed name **Signature** **Date**

Note: Form may be completed electronically, printed, and must include a hand written signature. Request received without written signature will NOT be processed.

Copy - Indiana Department of Education, Center for Exceptional Learners

Copy - Superintendent of School Corporation

Revised - August 2008