

**West Virginia Department of Education
Office of Special Programs
State Complaint Form**

Any interested person may file a complaint, including an individual or organization from out of state. This includes parents, students, if 18 years or older and school district employees. **The complaint must allege a violation(s) that occurred not more than one year prior to the date the complaint is received.**

Date _____

Part I: Complainant Information

Complainant's Name: _____

(Person/Agency Filing Complaint)

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Alternate Phone Number _____

Part II: Student Information

Student's Name _____

Last

First

Middle Name

Student's Date of Birth _____ Disability _____

Parent's Name _____

(if different from the complainant)

Parent's Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

School District _____ School Student Attends _____ Grade _____

Part III: Allegation Information (Use additional pages as needed.)

Statement of the violation(s): Provide an explanation of the law(s) or regulation(s) (Individuals with Disabilities Education Improvement Act (IDEA 2004), Policy 2419: *Regulations for the Education of Students with Exceptionalities*) that you believe the district has violated with regard to the student(s). (Please list each alleged violation individually.)

Part IV: Facts

Provide all relevant dates, a sequence of events, persons contacted and/or involved, meetings held, any efforts made to resolve each problem at the local level, and any other facts upon which the alleged violation(s) is/are based. (Please list the facts separately for each alleged violation(s) stated above.)

Part V: Proposed Resolution(s)

Provide information regarding how you believe the district could resolve the alleged violation.

In addition to the complaint process, other options to resolve disagreements between parents and a school district include opportunities for early resolution, mediation, and due process hearings. To find out more about these dispute resolution options, please go to the Department's website at <http://wvdestate.wv.us/ose/DisputeResolution.htm> or call 1-800-642-8541.

A formal complaint *must* contain the complainant's original signature and *must* be forwarded to the district's special education director at the same time it is mailed to the address below.

Complainant's/Parent's Signature

Has this complaint been forwarded to the district? Yes ___ If so, when? _____ No ___

Please mail this form and any relevant documentation to:

Compliance Management
West Virginia Department of Education
Office of Special Programs
Building 6, Room 330
1900 Kanawha Blvd., East
Charleston, WV 25305-0330