

Delaware Department of Education
Exceptional Children Resources
John G. Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901
Phone: (302) 735-4210
Fax: (302) 739-4654
<https://education.delaware.gov/>

Special Education **State Complaint Form**

The Delaware Department of Education (Department) provides this Special Education State Complaint Form in accordance with the Individuals with Disabilities Education Act (IDEA), and federal and state regulations. Persons or organizations who wish to file a state complaint may, but are not required to use this form. Note, all information requested by this form must be provided to the Department before an investigation can proceed, except for the areas noted as optional. You may use additional sheets as needed and attach relevant documents to support your allegations. For additional information on filing a state complaint, please see the Department's *Special Education State Complaint Information Guide* on the Department's website at: www.doe.k12.de.us or contact (302) 735-4210. You may also refer to the Department regulations concerning state complaints found at 14 Del. Admin. C. §§ 923.51.0 through 53.0 and federal regulations at 34 C.F.R. §§ 300.151 through 153.

(1) Name of Person or Organization Filing the Complaint:

Address:

Telephone Numbers:

Email:

Relationship to Student (check one):

☐ Parent/Guardian ☐ Advocate ☐ Other _____

Parent/Guardian Contact Information (if requested by someone other than Parent/Guardian):

Name(s): _____

Address:

Telephone Numbers:

Email:

(2) Student Information, if Alleging a Violation with Respect to a Specific Student:

Student's Name: _____

Address:

School District/Charter School: _____

Name of School: _____

(Note: In the case of a homeless child or youth, please provide any available contact information for the child).

Provide a description of the nature of the problem, including facts relating to the problem:

Provide a proposed resolution of the problem (to the extent known and available to you):

Optional: Provide a description of attempts made to resolve the problem(s) prior to filing this complaint:

(3) Provide a statement the school district, charter school, or other public agency violated a requirement of Part B of the IDEA or the Department special education regulations, and the facts upon which the statement is based. (Optional: Include the time frame in which the incident[s] occurred. Note that the alleged violation[s] must not have occurred more than one year prior to the date the Department receives the state complaint.)

(4) Signature of Person or Organization Filing the State Complaint:

(Signature)

(Date)

To file your State Complaint, send it by U.S. Mail, hand-delivery, fax, or email to:

Director
Exceptional Children Resources
Delaware Department of Education
John G. Townsend Building
401 Federal Street, Suite 2
Dover, Delaware 19901
Fax: (302) 739-4654
Email: dispute.resolution@doe.k12.de.us

The Department accepts state complaints by email.

Important Note:

You must also send a copy of the complaint to the school district, charter school, or other public agency serving the student at the same time you file the complaint with the Department of Education.