



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Special Education Division
Old Capitol Building
PO BOX 47200
Olympia, WA 98504-7200
360-725-6075 | Agency TTY 360-664-3631 | FAX 360-586-0247

Request for Special Education Citizen Complaint

(This form is not the form to use to file for Due Process)

This form is optional and is designed for you to provide this office with information needed in order to accurately process your complaint. Information about procedural safeguards and dispute resolution options are available on the [OSPI, Special Education Dispute Resolution Website](#).

Send to: Glenna Gallo, M.S., M.B.A.
Assistant Superintendent
OSPI, Special Education
PO Box 47200
Olympia, WA 98504-7200

Date Sent: _____

And to: _____

Name and address of school district/agency subject to this complaint *

Date Sent: _____

*** You must provide a copy of this complaint to the school district superintendent or public agency's chief officer.**

Section I: Student Information

Name of Student(s)

Eligibility Category (Optional)

Grade

Name of Student(s)

Eligibility Category (Optional)

Grade

School District of Residence

School Name

Section II: Complainant Information

Parent/Guardian:

Name of Parent

Street Address

City/State/Zip

Home phone

Work phone

Email

Complainant, if not the parent:

Name of Complainant

Street Address

City/State/Zip

Home phone

Work phone

Email

X

Signature of Person(s) Filing Complaint

Date

Please note: The OSPI Special Education Division may only investigate allegations of violations under the IDEA that have occurred in the past year. Questions about discrimination or implementation of 504 Plan under Section 504 of the Rehabilitation Act should be directed to the Office for Civil Rights at 1-800-421-3481, or OSPI's Equity & Civil Rights Office at 360-725-6162. Questions about professional conduct should be directed to the Office of Professional Practices at 360-725-6130.



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Section III: Allegation Information

A. Statement of the violation(s):

You do not need to know specifically what law was violated, but you must explain what you believe the school has done wrong, e.g. "The teachers are not following my child's IEP.") OSPI can only investigate allegations of violations under the IDEA that have occurred in the past year.

I believe the District violated Part B of the IDEA by:

(Attach additional pages if you do not have enough room on the form.)

B. Facts upon which the allegation is based:

Please include, to the best of your ability, the significant dates of the events that occurred.

(Attach additional pages if you do not have enough room on the form.)

C. What documents do you believe should be reviewed regarding this allegation?

Letters from the school, the student's evaluation and IEP, notices, etc., that you believe will assist in clarifying or verifying the violation.

(Attach additional pages if you do not have enough room on the form.)

D. What would you like to see changed?

(Attach additional pages if you do not have enough room on the form.)