



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 OFFICE OF SPECIAL EDUCATION - COMPLIANCE
DUE PROCESS HEARING REQUEST NOTICE FORM – MODEL FORM
PART C (First Steps)

Directions

Your due process hearing request should include the following information:

- Name of child and their address
- Name of SPOE
- Name and address of Parent/Guardian
- Description of the nature of the problem relating to proposed initiation or change to the identification, evaluation, placement, or the provision of early intervention services to the child or child’s family, and facts relating to the problem.
- Proposed resolution of the problem to the extent known.

Mail completed form to: Missouri Department of Elementary and Secondary Education (DESE)
 Office of Special Education – Compliance
 P.O. Box 480
 Jefferson City, MO 65102-0480

DESE Office of Special Education
 business hours are Monday-Friday –
 8:00 AM – 4:30 PM

Or FAX to: (573) 526-4404 Attention: Compliance Section

Contact Information

Child’s Name _____	County _____
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SPOE Name _____

Child’s address: _____
 City, State, & Zip: _____

Parent/Guardian Name: _____

Address: _____

City, State, & Zip: _____

Phone: Home _____ Work _____

E-mail: _____

Description of the nature of the problem, including facts relating to the problem: (Additional pages may be attached)

Proposed resolution of problem if known: (Additional pages may be attached)

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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

If you need to communicate in a language other than English, please indicate which language you normally use.

- Arabic
- Chinese
- Korean
- Russian
- Serbo-Croatian Latinic
- Somali
- Spanish
- Vietnamese
- Other: _____