

**MISSOURI FIRST STEPS  
DUE PROCESS HEARING PARENT REQUEST MODEL FORM**



**INSTRUCTIONS**

If a parent disagrees with a decision made by the Missouri Department of Elementary and Secondary Education (DESE), the System Point of Entry (SPOE) agency or a provider, the parent may file a written due process hearing request with DESE. This form may be used when filing a due process hearing request.

Mail completed form to: Missouri Department of Elementary and Secondary Education  
Office of Special Education  
Attention: First Steps Compliance  
P.O. Box 480  
Jefferson City, MO 65102-0480

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

Or fax to: 573.751.3910 Attention: First Steps Compliance

**PARENT/GUARDIAN INFORMATION**

NAME OF PARENT/GUARDIAN	PHONE NUMBER	EMAIL ADDRESS
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ADDRESS/CITY/STATE/ZIP

**CHILD INFORMATION**

NAME OF CHILD	CHILD DATE OF BIRTH
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ADDRESS/CITY/STATE/ZIP	COUNTY
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**COMPLAINT INFORMATION**

THE DECISION IN QUESTION IS IN THE FOLLOWING AREA(S):

Evaluation                       Family Cost Participation Fee  
 Eligibility                               Confidentiality/Access to records  
 Services                                   Other (Explain) \_\_\_\_\_

DESCRIPTION OF THE DISAGREEMENT, INCLUDING WHO THE COMPLAINT IS AGAINST: (ADDITIONAL PAGES MAY BE ATTACHED)

PROPOSED SOLUTION TO PROBLEM, IF KNOWN: (ADDITIONAL PAGES MAY BE ATTACHED)