

## MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION

## CHILD COMPLAINT (AGES 3-21) - MODEL FORM

## INSTRUCTIONS (VIOLATION MUST HAVE OCCURRED NOT MORE THAN ONE YEAR PRIOR TO THE DATE THE COMPLAINT IS RECEIVED BY THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE).)

Federal regulation 300.153 indicates all information below must be completed in order to process the child complaint. If any information is missing, the processing of the complaint will be delayed.

MAIL completed form to Missouri Department of Elementary and Secondary Education

Office of Special Education - Compliance P.O. Box 480, Jefferson City, MO 65102

**FAX completed form to** 573-751-3910 (Attention: Compliance Section)

QUESTIONS? Contact DESE's Office of Special Education at 573-751-0602 or secompliance@dese.mo.gov.

BUSINESS HOURS: Monday - Friday 8:00 a.m. - 4:30 p.m.

## DATE COMPLAINANT SENT INFORMATION

The party filing the complaint must forward a copy of the complaint to the agency/district the complaint is against at the same time the party files the complaint with DESE.

Date complainant sent copy of child complaint to agency/district: **COMPLAINT INFORMATION** CURRENT SCHOOL OF ATTENDANCE STUDENT NAME DISABILITY (IF KNOWN) BIRTHDATE GRADE IS STUDENT HOMELESS □ No ☐ Yes STREET STATE ZIP CODE PARENT/GUARDIAN INFORMATION **EMAIL** PARENT/GUARDIAN NAME STREET CITY STATE ZIP CODE PHONE (HOME) PHONE (WORK) PHONE (CELL) PERSON FILING THE COMPLAINT (IF DIFFERENT THAN PARENT/GUARDIAN) STREET CITY STATE ZIP CODE PHONE (HOME) PHONE (WORK) PHONE (CELL) **NATURE OF ISSUE** The agency/district indicated above has violated state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA) in the following area(s): □ Placement □ Evaluation ☐ Discipline ☐ Related Services ☐ Due Process ☐ Family Educational Rights and Privacy Act (FERPA) ☐ Individualized Education Program (IEP) □ Other: Description of the nature of the violation/problem, including facts relating to the violation/problem (additional pages may be attached) Proposed resolution of the problem to the extent known and available (additional pages may be attached) SIGNATURE OF PERSON FILING COMPLAINT DATE TITI F

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability 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, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.