

Formal Complaint Form

Submit the signed original to:
 Mary N. Watson, Director of EC Division
 Department of Public Instruction
 6356 Mail Service Center
 Raleigh, NC 27699-6356

This form has been developed to assist in filing an IDEA formal state complaint. This form is not required, however, all information requested must be provided. Failure to provide all information may delay the complaint investigation. You will be contacted by the Division regarding your complaint.

For DPI use	Case No.	Assigned	Date Received	Due Date

I. General Information

Name of Complainant	Relationship to student
Address: Street, City, State, Zip	Telephone Numbers and best time to call
	E-mail:
Name of Student	Student's Address [In case of homeless youth, provide contact information]
Local Education Agency (school system)	School student attends

II. Complaint and Supporting Facts

Number and list each alleged violation separately. Describe the violation and the specific facts that relate to that violation. If possible, include dates, names and locations. You may attach more pages if you need additional space.

Special Education State Complaint Form

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III. Proposed Solution

Describe what you think needs to be done to correct the problem if you know or have any specific ideas at this time.

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IV. Mediation

Are you interested in mediation to try to resolve the complaint?

Would you like more information about mediation?

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V. Signature

Signature of Complainant (*Required*)

Date

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Please attach any other information and supporting documents, such as a copy of the student's IEP (not the original).