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| **SAMPLE REQUEST FOR STATE COMPLAINT** |
| Complainants are required to forward a copy of the complaint to the School Administration of the district of residency at the same time the complaint is filed with the State Special Education Programs. Retain a copy for your records.    Division of Education Services and Supports  Special Education Programs  <https://doe.sd.gov/sped/complaints.aspx>  For Questions Contact:  Dispute Resolution Coordinator  (605)773.3678 |

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| **SECTION I: Student Information** | |
| Student(s) Name: | Eligibility Category (Optional): |
| Grade: |
| School District of Residence: | School Child is Attending: |
| Address of Resident District: | Address of attending School: |
| Street: | PO Box: |
| City/State/Zip: | City/State/Zip: |

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| **SECTION II: Complainant Information** | |
| **Parent/Legal Guardian Information:** | **Complainant, if not the parent:** |
| Name of Parent: | Name of Complainant: |
| Street address: | Street Address: |
| City/State/Zip: | City/State/Zip: |
| Home/Work Phone | Home/Work Phone: |
| E-mail: | E-mail: |

**\*Please Note:**  The SEP Special Education Programs is ONLY authorized to investigate allegations regarding Special Education. This form is recommended 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 website at <https://doe.sd.gov/sped/complaints.aspx>.

**Complainants are required to forward a copy of the complaint to the School Administration of the district of residency at the same time the complaint is filed with the State Special Education Programs. Please check to verify:**

**\_\_\_\_\_\_\_\_\_\_\_\_ A copy of this complaint request, along with attachments, was mailed or hand delivered to the School Administration.**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Person(s) Filing Complaint Date**

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| **SECTION III: Allegation Information** |
| 1. **State of the violation:**   You do not need to know specifically what law was violated, but you must explain what you believe the district has done wrong (e.g. “The teachers are not following my child’s IEP for classroom accommodations.”) |
| **I believe the District violated special education rules and regulations (Part B of IDEA) by:** |
| 1. **Facts upon which the allegation is based:**   Please include, to the best of your ability, the significant facts and dates of the events that occurred. |
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| 1. **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. |
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| 1. **What would you like to see changed?** |
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**(Use additional pages if necessary)**

**\*\*\*\*Please Note\*\*\*\***

Conflict is often inevitable, but it does not need to produce negative results. If the parent and school personnel are unable to resolve a conflict concerning a student with a disability, then mediation is an available option. Mediation is completely voluntary. It is **optional** for both parties. Mediation in special education is a process to assist parents and schools in resolving disagreements regarding a student’s special education program. Mediation is at no cost to parents/guardians or the school district.

A trained mediator works with both parties to guide them toward a mutually satisfactory solution in the best interest of the student. This occurs at a non-adversarial meeting which is more structured than a parent school conference, but less formal than due process hearings. To find more information about mediations please visit <https://doe.sd.gov/sped/complaints.aspx>.

**I would like to request mediation with this complaint \_\_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_ no.**

**You can find the Mediation sample form and the Administrative Rules at:**

[**https://doe.sd.gov/sped/complaints.aspx**](https://doe.sd.gov/sped/complaints.aspx)**.**