



Model Form to Assist Parent(s)/Guardian(s) in Filing a Complaint

A complaint process can be used when you believe a district or area education agency **violated a requirement** of Part B of the Individuals with Disabilities Education Act (IDEA). *The complaint process is not the avenue to use when you are having differences of opinion with educators, such as the type of reading program to use or the amount of support services you believe should be provided for a child.*

CHILD'S INFORMATION	_____
	Child's name

	Address where child lives (for contact information)
PARENT(S)' GUARDIAN(S)' INFORMATION	_____
	Name of District, School, and AEA where child lives

	Name of District, School, and AEA where child attends if different from where the child lives
	Parent(s) Guardian(s) name(s): _____
	Mailing address (or contact information): _____
City: _____ State: _____ Zip: _____	
Phone/Contact number: _____ E-mail (if available) _____	
Is there another parent/guardian at another address with parental rights? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes , please complete the following:	
Parent(s) Guardian(s) name(s): _____	
Mailing address (or contact information): _____	
City: _____ State: _____ Zip: _____	
Phone/Contact number: _____ E-mail (if available) _____	

Describe the following (use additional sheets of paper if more space is needed):

1. The nature of the problem (including a statement that the public agency violated a requirement of the Individuals with Disabilities Education Act or the Iowa Special Education Rules):
2. The facts of this case relating to the above problem:
3. Your proposed resolution of the problem:

Did the alleged violation occur less than one year prior to the date that the complaint was received by the Department of Education? Yes No

Organization or person filing the complaint: _____

Address: _____

City: _____ State: _____ Zip: _____

If organization, contact person's name: _____

Telephone number or other method of contact: _____

Send a completed form to **EACH** of the following:
Addresses Available at Your School

1. **The district that made the decisions with which you disagree.**
2. **The AEA special education director.**
3. **Director, Iowa Department of Education**
Grimes State Office Building, Des Moines, Iowa 50319-0146