



# SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

DATE

SUPERINTENDENT

Superintendent

SCHOOL DISTRICT

DISTRICT ADDRESS

Subject: Special Education Citizen Complaint No. 12-00

Dear SUPERINTENDENT:

The Special Education section of Office of Superintendent of Public Instruction (OSPI) received a special education citizen complaint from COMPLAINANT, on DATE. COMPLAINANT alleged that the DISTRICT School District (District) violated the Individuals with Disabilities Education Act (IDEA) in its education of student name or initials (Student). We reviewed the complaint and determined that it raises the following issue(s):

## 1. OUTLINE ISSUES

INSERT ANY ISSUES NOT BEING ADDRESSED WITH REASONS

This complaint is designated Special Education Citizen Complaint (SECC) No. 12-00. INVESTIGATOR, Program Supervisor, is assigned to investigate the complaint.

The citizen complaint process requires that **you investigate the issue(s) and respond to this complaint by 23 calendar days after the date of this letter-DB calculation default is correct (Insert actual day and make sure it falls on a work day).** You must mail a hard copy of your response, including all requested documents, so that OSPI receives it no later than that date. Your response must clearly deny or admit the allegations in the complaint, and include all documentation necessary to address the issue(s). If you deny the allegations, you must explain the factual basis for the denial and include the documentation necessary to support your denial. ***Please be sure to remove any student identifiable information regarding anyone other than the student who is addressed in this complaint.*** If you agree that violations occurred, you must propose corrective actions to address the violations.

The District's response must include all relevant information you believe OSPI should consider, including, but not limited to:

SELECT RELEVANT BULLETS OR ADD INFORMATION NEEDED

- A chronology of events relevant to the issue(s)
- A copy of the Student's most recent evaluation.

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- A copy of the Student's IEPs, including any amendments, in effect during the XX-XX school year.
- Documentation that the parents were invited to meetings.
- Documentation that the Student's progress towards IEP goals was monitored and reported to the parents.
- All correspondence, including emails, letters and telephone calls regarding the issue(s). *If you provide copies of handwritten notes, please also provide a transcribed copy.*
- A copy of the manifestation determination, functional behavior assessment, and behavioral intervention plan.
- Any prior written notices issued during the XX-XX school year/period between XX to the present.
- A copy of the Student's class/daily schedule.
- A copy of the Student's attendance record.
- A copy of the District's calendar for the XX-XX school year.
- Any other documentation the District considers relevant to the allegations contained in the complaint.

We have enclosed an instructional sheet for your reference when compiling your response. This will assist in our review of the issues and may also reduce the need for our requests for additional information and documentation.

The District is not required to provide any information that has already been provided by the parent but must identify that the information has already been submitted.

OSPI will send a copy of the District's response to COMPLAINANT, who will have an opportunity to provide OSPI with information addressing any disagreements he has/she has/they have with the District response. OSPI will review all of the information provided by you and COMPLAINANT to determine if additional information or an on-site visit is needed.

We will issue a written decision 60 calendar days after we received the complaint. While there may be circumstances that require us to extend the timeline for the decision, extensions can only be granted when exceptional circumstances warrant an extension, or if both parties agree in writing to extend the decision timeline to attempt to resolve the complaint.

**Please note:** The investigator assigned does not act as a parent advocate or a district representative. While both parties may communicate with the investigator in order to provide additional information or to clarify procedural issues, the investigator or other staff at OSPI cannot give either party advice about the issues addressed in the complaint.

Mediation is available to parents and school districts to assist in resolving special education disputes. Mediation is voluntary for both parties, and may be terminated by either party at any time. If you would like to use mediation to resolve the issues outlined in this complaint, please call Sound Options at (800) 692-2540. Parents and districts who are involved in mediation or

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other alternative dispute resolution methods may agree, in writing, to extend the 60-day time period for completing the investigation and issuing the written decision.

If you have any questions, please contact **INVESTIGATOR** at (360) 725-6075 or by email at [\\_\\_\\_\\_@k12.wa.us](mailto:____@k12.wa.us). Our facsimile number is (360) 586-0247; the TTY number is (360) 586-0126.

Sincerely,

Douglas H. Gill, Ed.D.  
Director, Special Education

dhg/xx

Enclosure (1)

cc: **DIRECTOR, Actual Title** (with enclosure)  
**COMPLAINANT**  
File