



# SUPERINTENDENT OF PUBLIC INSTRUCTION

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

DATE

COMPLAINANT  
ADDRESS

Subject: Special Education Citizen Complaint No. 12-00

Dear COMPLAINANT:

The Special Education section of Office of Superintendent of Public Instruction (OSPI) received your special education citizen complaint on DATE. You allege that the DISTRICT School District (District) violated the Individuals with Disabilities Education Act (IDEA), in its education of child's name or initials (Student). We reviewed your complaint and determined that you raised the following issue(s):

## 1. OUTLINE ISSUES

IF THERE ARE ISSUES WE ARE NOT INVESTIGATING, INSERT HERE WITH REASONS.

This complaint is designated Special Education Citizen Complaint (SECC) No. 12-00. INVESTIGATOR, Program Supervisor, is assigned to investigate the complaint. If you have additional information you would like the District to review in order to respond to this complaint, please send us the information immediately so we can forward it on to the District. If you disagree with the issue(s) described above, please notify us as soon as possible.

OSPI has sent a copy of your complaint to the school District's superintendent. The District is required to investigate the complaint and provide OSPI with a written response to the allegations, including documentation of their investigation. The District will admit or deny each allegation identified for investigation. The District's response is due **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), unless OSPI grants an extension.

OSPI will send you a copy of the District's response. You will then have 10 calendar days to submit a reply that addresses any disagreements you have with the District's response. We will forward a copy of your reply to the District.

OSPI will review all of the information provided by you and the District to determine if additional information or an on-site visit is needed. OSPI will issue a written decision that addresses each allegation in the complaint, and includes findings of fact, conclusions, and the reasons for the decision 60 calendar days after you filed the complaint. OSPI may extend the

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timeline for issuing a decision if it determines that exceptional circumstances warrant an extension, or if the parties agree in writing to extend the time 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 you and the District 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 services to resolve the issues outlined in this complaint, please contact Sound Options at (800) 692-2540. Parents and districts who are involved in mediation or other alternative dispute resolution methods may agree, in writing, to extend the 60 day time period for the complaint process.

Enclosed please find a copy of the Procedural Safeguards. This document provides information about your rights as the parent of a child who receives or may be eligible to receive special education and related services. Additional information and resources about various special education topics can be accessed at <http://www.k12.wa.us/SpecialEd/>.

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: Procedural Safeguards (addressee only)

cc: **NAME**, Superintendent  
**NAME**, Actual Title of SpecEd Director  
File