



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION – COMPLIANCE

FIRST STEPS CHILD COMPLAINT (Birth to age 3) – MODEL FORM

Directions

As explained in the Missouri First Steps Parental Rights brochure, if any person or organization believes a responsible public agency has violated any state or federal regulation implementing Part C of the Individuals with Disabilities Education Act (IDEA), a signed, written child complaint may be filed with the Missouri Department of Elementary and Secondary Education. The model forms below may be used when filing a Child Complaint.

MAIL completed form to: Missouri Department of Elementary and Secondary Education
Office of Special Education Compliance
C/O Child Complaint Coordinator
Post Office Box 480
Jefferson City, MO 65102-0480

The Office of Special Education
business hours are Monday-Friday –
8:00 AM – 4:30 PM

Or FAX to: (FAX) 573-526-4404

Contact Information

| | |
|--------------------------------|--------|
| Agency/District Name | County |
| Child's Name | Age |
| Child's Disability: (if known) | |

| | |
|-----------------------------|--|
| Parent/Guardian Name | Person filing the complaint (if different than Parent/Guardian) |
| Address: | Address: |
| City, State, & Zip | City, State, & Zip |
| Phone: Home | Phone: Home |
| Work | Work |
| Email | Relationship to Child: |

The agency/provider indicated above has violated state and federal regulations implementing Part C of the IDEA in the following area(s):

Evaluation IFSP Location of Services Eligibility
 Confidentiality/Access to records Other (Explain) _____

Summary of Complaint Allegation(s): (Additional pages may be attached)

| | |
|--------------------------------------|------|
| Signature of person filing Complaint | Date |
|--------------------------------------|------|

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.