



Michigan Department of Education
 Office of Special Education and
 Early Intervention Services
 608 West Allegan Street
 Lansing, Michigan 48909
 Telephone: (517) 373-2979
 Toll Free: (888) 320-8384
 Fax: (517) 373-7504

Model Special Education State Complaint Form

PURPOSE: This model form may be used to submit a state complaint, alleging that a district has violated a requirement of Part B of the *Individuals with Disabilities Education Act* (IDEA) or the *Michigan Administrative Rules for Special Education* (MARSE).

INSTRUCTIONS: Complete this form and mail, fax, or hand-deliver it to the Michigan Department of Education (MDE), Office of Special Education and Early Intervention Services (OSE-EIS) at the address above. The OSE-EIS will forward a copy of the complaint to the district when it is filed. The use of this form is not required; it is provided to assist in filing a state complaint.

Note: The * indicates required information. This information must be provided whether you use this form or any other format. Complaints that do not have all required information will NOT be filed and will be returned to the complainant.

*COMPLAINANT CONTACT INFORMATION	
* Name:	
* Address:	* Telephone Number(s):
	E-mail address:

*STUDENT INFORMATION (if alleging a violation regarding a specific child)			
* Name of Student:	Age:	* Date of Birth:	Grade:
* Address of Student (or contact information if student is homeless):			
Name of Parent or Guardian (if other than the person filing the complaint):		Resident District:	

*SCHOOL INFORMATION	
* Name of the School the Student Attends:	* Name of the District(s) the Complaint is Filed Against:

*** ALLEGATION OF NONCOMPLIANCE**

Provide a statement alleging how the district is not in compliance with a requirement of Michigan or Federal special education rules or regulations. You do not have to specify what law, but you must explain why you feel the school has not complied. Example: "The teacher is not following my child's IEP, he is not getting accommodations." You can submit more than one allegation of noncompliance on the same complaint form. (Attach additional pages if necessary.)

*** FACTS RELATED TO THE ALLEGATION**

Based on the Allegation of Noncompliance, include the facts that are relevant to each allegation. Include all important facts in this description. Example: "My son's IEP says he gets extra time to take tests. On October 24th he was not allowed extra time on his history exam." (Attach additional pages if necessary.)

*** PROPOSED RESOLUTION**

Briefly explain how you think the issue should be resolved. (Attach additional pages if necessary.)

Printed Name

*Signature

Date

MEDIATION

The Michigan Department of Education (MDE) encourages parents and districts to resolve disputes through informal dispute resolution processes, including mediation.

Mediation is a voluntary process. A trained, impartial mediator assists the parties in reaching a mutually acceptable resolution of the dispute between the parties. Mediators are not affiliated with any local school district nor do they represent any of the parties in a complaint. Discussions during mediation are confidential.

The MDE provides mediation services at no cost to the complainant or the district if they use the Michigan Special Education Mediation Program (MSEMP). The MSEMP is funded by an MDE grant.

If you are interested in resolving a complaint through mediation or informal resolution the MDE will, with your consent, forward your name and telephone number to the MSEMP. The MSEMP will contact you to tell you more about mediation and other alternative dispute resolution options. If you choose to participate in mediation the MSEMP will contact the district to determine if the district agrees to participate in mediation. If so, the MSEMP will make the arrangements and schedule the mediation meeting(s).

If you and the district agree to participate in mediation after a complaint has been filed the complaint will be set aside until the mediation process is completed. If the issue is resolved through mediation the complaint will be withdrawn or dismissed. If the issue is not resolved the MDE will proceed with the complaint investigation.

For more information about mediation and informal dispute resolution see the MDE Special Education State Complaint Procedures or contact the Michigan Special Education Mediation Program (MSEMP) at (800) 8RESOLVE or <http://msemp.cenmi.org>.

Please provide the information below and sign your name if you want the MSEMP to contact you to tell you more about mediation and other informal dispute resolution.

I am interested in resolving the complaint against the _____ school district/public school academy through mediation or informal resolution.

I give the MDE permission to forward my name and telephone number to the MSEMP.

Name: _____ Telephone number: _____

Signature Date

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FOR MDE USE ONLY: Case # _____ Date Filed _____ Case Manager _____