



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

You may file a complaint when you believe a district or area education agency violated a requirement of Part B of the Individuals with Disabilities Education Act (IDEA).

Child's Information	Child's name _____ Child's date of birth _____
	Address where child lives (for contact information) _____
	Name of District, School, and AEA where child <u>lives</u> _____
	Name of District, School, and AEA where child <u>attends</u> if different from where the child lives _____
Parent(s)/Guardian(s)' Information	Parent(s) Guardian(s) name(s): _____
	Mailing address (or contact information): _____
	City: _____ State: _____ Zip: _____
	Phone/Contact number: _____ E-mail (if available) _____
	<b>Is there another parent/guardian at another address with parental rights?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No.    If <b>yes</b> , 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:  
which you disagree. (Addresses Available at Your School)

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