

ILLINOIS STATE BOARD OF EDUCATION

Special Education Services Division - Springfield
100 North First Street
Springfield, IL 62777-0001
217/782-5589; 217/782-0372 (fax)
www.isbe.net

REQUEST FOR STATE COMPLAINT INVESTIGATION
(This form is not the form to use to file for a due process hearing)

Per federal regulations at 34 CFR 300.509, this form has been developed to assist parents and other parties in filing a State complaint. The use of this form is recommended, but not required. The completed form should be sent to the address, listed below, at the Illinois State Board of Education (ISBE). A copy of the form must also be forwarded to the child's local school district or to the public agency that is serving the child.

For more information about the complaint investigation process, or for assistance in completing this form, please contact our agency at 217-782-5589, or use our agency's toll-free number at 866-262-6663. More information about the complaint investigation process can also be found at http://www.isbe.net/spec-ed/html/complaint_investigation.htm.

SECTION 1

<p>To: Complaint Coordinator Special Education Services Division Illinois State Board of Education 100 N. First Street Springfield, IL 62777-0001</p> <p>Date Sent: _____</p>	<p>*You must also send a copy of this complaint to your local school district superintendent.</p> <p>To: _____ Name of School District</p> <p>Date Sent: _____</p>
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SECTION 2

COMPLAINANT INFORMATION (Please Print or Type)	
Name: _____	Phone Number: _____
Address: _____	
Email Address (Optional): _____	
Relationship to Student: ___ Parent/Guardian ___ Advocate ___ Attorney ___ Other (Explain)	
Consent is Attached (see note below): ___ Yes ___ No ___ NA	

Note: Complaints regarding a specific child lodged by an individual other than the parent/guardian must be accompanied by a letter of consent from the parent/guardian in order for ISBE to share information with the complainant regarding the results of the complaint investigation. Likewise, if an individual files a complaint on behalf of a student who is eighteen (18) years of age or older, it must be accompanied by a letter of consent from the student in order for ISBE to share information with the complainant regarding the results of the complaint investigation.

SECTION 3

STUDENT INFORMATION (Please Print or Type)

Name: _____ Phone Number: _____

Address: _____

Birthdate: _____ Grade: _____ Eligibility Category: _____

Is the Child Currently Enrolled in School? _____ Yes _____ No

Name of School District: _____ Name of School: _____

SECTION 4

COMPLAINT INFORMATION

Your complaint must allege a violation of a special education law, rule, or regulation contained in the Individuals with Disabilities Education Act (IDEA) or its implementing regulations, Article 14 of the Illinois School Code, or Title 23 of the Illinois Administrative Code. The violation that is alleged must have occurred not more than one year prior to the date the complaint is received by ISBE, and can involve an individual student or group of students.

A. Date of alleged violation: _____

B. Description of the Alleged Violation(s) and Supporting Facts (Attach additional pages if necessary)

C. Description of the Resolution or Action you are Seeking (Attach additional pages if necessary)

Note: The proposed resolution will be taken into consideration. However, the final resolution of the complaint will be determined by the Illinois State Board of Education.

D. Please list school officials you have contacted regarding these issues:

_____	_____
<i>Name</i>	<i>Title</i>
_____	_____
<i>Name</i>	<i>Title</i>
_____	_____
<i>Name</i>	<i>Title</i>
_____	_____
<i>Name</i>	<i>Title</i>

Signature of Person Filing Complaint (**Required**)

Date

CHECKLIST

(Before mailing your request, please make sure that the items below have been completed.)

- You have provided a copy of your complaint to the school district (Section 1).
- You have provided your name, address, and contact information where you can be reached (Section 2).
- You have provided the student's name, contact information, and name of the school district and school the student attends (Section 3).
- You have mailed your complaint to the ISBE no later than ONE YEAR from the occurrence of the alleged violation (Section 4).
- You have provided detailed information as to when, where, and how the alleged violation took place (Section 4).
- You have provided a proposed solution to the problem (Section 4).
- You have signed the complaint (Section 4).