

Parent Submitting a DASA Complaint

- Complaint must be made in writing.
- Complaint must be signed by the complainant.
- Complaint must include:
 - a statement that the school has violated a requirement of Part B of IDEA or State law/regulation related to students with disabilities;
 - the facts on which the statement is based;
 - contact information of the person filing the complaint;
 - if alleging violations with respect to a specific child, include:
 - the name and address of the residence of the child;
 - in the case of a homeless child or youth, available contact information for the child and the name of the school;
 - a description of the nature of the problem of the child (the concerns that led you to file the complaint), including the facts relating to the problem; and
 - a proposed resolution of the problem to the extent known and available at the time the person is filing the complaint.
- The parent or individual filing the complaint must forward a copy of the complaint to the school.
- The parent or individual filing the complaint has the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint.
- The school has the opportunity to respond to the complaint, including, at a minimum: (a) a proposal to resolve the complaint and (b) an opportunity for the school and the parent who filed the complaint to voluntarily engage in mediation.
- Within 30 calendar days after a complaint is filed (received), the school will issue a written decision to the complainant that addresses each allegation in the complaint and contains findings of fact and conclusions and the reasons for the final decision. The school will include, if needed, procedures for effective implementation of its final decision.

Parent DASA Complaint

Complaint Contact Information (Complainant)

Name of Person filing the complaint:		Date:
Relationship to the Student--Check One: <input type="checkbox"/> Parent or Person in Parental Relationship (Guardian) <input type="checkbox"/> Surrogate Parent <input type="checkbox"/> Parent's Attorney <input type="checkbox"/> School District/State Agency Representative <input type="checkbox"/> Other _____		
*Contact Information for Complainant:		
Mailing Address:	Telephone: Day: _____ Work: _____	
What is the best time to contact you (the complainant) and at what phone number? _____		

Student Information (if you are alleging a violation with respect to a specific student)

*Child's Name:	Date of Birth:
*Address of Child's Residence (if any):	
Name of the School:	
*Additional Contact Information for Homeless Child or Youth (if available):	
Parent's Name:	
Parent's Address:	
This form <u>must</u> be signed or it cannot be processed and will be returned to you for signature.	

***Complainant Signature:**

Date: _____

Complaint Information

If you have more than one complaint issue, please complete a separate page for each alleged violation of law or regulation relating to the education of students with disabilities.

***Allegation Information**

Provide a statement of how you believe the school has violated Part B of IDEA or a State law or regulation relating to the education of students with disabilities. You do not need to know specifically what law or regulation might have been violated. Attach additional pages if necessary. (The complaint must allege a violation that occurred not more than one year prior to the date that the State complaint is received.)

***What are the facts upon which the above allegation statement is based?**

If you are alleging a violation with respect to a specific student:

*1. Describe the nature of the problem of the child (how the alleged violation affected the student) and include facts relating to the problem to support this allegation.

*2. Describe a proposed resolution of the problem (what you believe should occur to correct the problem or how the school could resolve the alleged violation) to the extent known and available at this time. Attach additional pages if necessary.