

NEVADA DEPARTMENT OF EDUCATION
Model Form to Assist Organizations/Individuals Filing a State Complaint

This form is to assist you in filing a State Complaint. You are not required to use this form; however, the law requires a Complaint to be written, signed, and to meet certain requirements which are contained in this form in order to be properly filed. (If you are a parent, you may see the statement of your rights for additional information.)

The complaint process can be used when you believe a public agency has violated special education law or regulation(s). The complaint process is not the dispute resolution process to use when the outcome you want is a change in your child's eligibility determination, IEP, placement or grades. The Nevada Department of Education (NDE) cannot overturn a decision of an Eligibility Team, IEP Team or Placement Team or change a student's grades through the complaint process. (Other dispute resolution processes are explained on the NDE's website at: http://www.doe.nv.gov/Inclusive_Education/Dispute_Resolution/)

Filling out the form: **PLEASE READ CAREFULLY.**

- All complaints **must include** the contents in Sections 1 to 3 and 5 below. If alleging violations with respect to a specific child, the contents of Section 4 must be completed in addition to Sections 1 to 3 and 5.
- The NDE does not accept emailed complaints. Complaints may be filed by facsimile if the complaint is signed by the complainant.
- A copy of the Complaint Must be Sent to the Named Public Agency **at the same time** it is filed with the NDE:
 - In the case of a complaint against a school district, a copy of the Complaint must be sent to the school district.
 - In the case of a complaint about a Charter School **that is sponsored by a school district**, a copy must be sent to the Charter School **and** to the school district.
 - In the case of a complaint against a Charter School that is sponsored by the State Public Charter School Authority (SPCSA), a copy must be sent to the Charter School **and** to the SPCSA.
- If you indicate a copy was provided to the public agency on the complaint and identify the office/individual, it will expedite the processing of the complaint.
- See additional important instructions in italics throughout the Model Form.
- A checklist for your convenience is provided at the end of this document.

Your Name:¹_____

Address:_____

Phone: _____

Date: _____

Superintendent of Public Instruction
Nevada Department of Education
700 E. Fifth Street
Carson City, NV 89701-5096

Dear Superintendent of Public Instruction:

The purpose of this letter is to file a State Complaint.

1. I/we believe that a public agency has violated a provision(s) of the Individuals with Disabilities Education Act, Part B, (IDEA), 20 U.S.C. §1400 et seq.; 34 C.F.R. Part 300, or a provision(s) of the Nevada Revised Statutes (NRS) or the Nevada Administrative Code (NAC), Chapter 388, for special education programs. *(Complete parts A and B.)*

A. Yes_____ No_____

B. Name of the public agency: _____*(This is the school district, not the school. In the case of a Charter School that is sponsored by a school district, include the name of the Charter School and also include the name of the school district. In the case of a Charter School that is sponsored by the State Public Charter School Authority (SPCSA), include the name of the Charter School and the SPCSA)*

2. The facts supporting your belief that there has been a violation of the IDEA and/or the special education provisions of the NRS/NAC: *(Complete parts A and B. Be as specific as you can to clearly identify the believed violation as well as the facts upon which the allegation is based.)*

A. The believed violation(s): _____

(The alleged violation must have occurred less than one year before the date that the complaint is received by the NDE. While it is the description of the believed violation that is required, if available, you may, but are not required to, provide the specific provision of the IDEA and/or NRS/NAC for special education programs you believe has been violated.)

B. The facts relating to the violation, including when the believed violation(s) occurred: ____

(Provide the facts that support your belief that the public agency violated the IDEA and/or the NRS/NAC for special education programs. If needed, attach additional sheets of paper.)

¹ If you are representing an organization, please also indicate the name of the organization.

3. Your contact information: *(Complete parts A and B)*

A. If all contact information is provided above: Check here: _____

B. Additional contact information, if any, and preferable mode of contact, if any:

4. Alleged violation(s) concerning a specific child must also include the information in B through F:

A. Are you the parent of the child? YES _____ NO _____

B. The child's full name and address of the physical residence of the child:
(This must be completed even if the child resides with the parent at the same residential address. In addition, while a P.O. Box Number may be used for contact information for the person filing the complaint, the actual physical address where the child resides must be included here. If the parent/child is homeless, please include available contact information for the parent/child and the name of the school the child is attending.)

C. The name of the school the child is currently attending:

D. A description of the nature of the problem of the child:

E. A description of the facts relating to the problem(s):

F. A proposed resolution is only required if you know, and have one available, at the time this complaint is filed

5. Signature: _____ *(Electronic signatures are not accepted)*

Checklist for Complaint Prior to Submission:

Please note that if all the required information is not provided, the NDE will not have jurisdiction to accept your complaint for investigation.

Reviewing your complaint and checking off the items below will help ensure that all the information and procedures have been followed and will facilitate the review of your allegations. **(This checklist may be, but is not required to be, included when filing the complaint.)**

- Allegation that there has been a violation of the IDEA and/or the special education provisions of the NRS/NAC
- Name of the public agency
- The believed violation of the IDEA and/or the special education provisions of the NRS/NAC
- The facts supporting the allegation that there has been a violation of the IDEA and/or the special education provisions of the NRS/ NAC
- Your contact information
- Signature
- A copy of the complaint was sent to the named public agency **at the same time** it is filed with the NDE:
 - In the case of a complaint against a school district, a copy of the Complaint was sent to the school district.
 - In the case of a complaint about a Charter School **that is sponsored by a school district**, a copy was sent to the Charter School **and** to the school district.
 - In the case of a complaint against a Charter School that is sponsored by the State Public Charter School Authority (SPCSA), a copy was sent to the Charter School **and** to the SPCSA.

Alleged violation(s) concerning a specific child **must also** include the following:

- Your relation to the child
- The address of the **physical residence** of the child
- The name of the school the child is attending
- A description of the nature of the problem of the child
- A description of the facts relating to the problems
- Proposed resolution