Connecticut State Department of Education - Bureau of Special Education Special Education Complaint Form

This is a recommended form for the filing of special education complaints. You do not have to use this form to file a complaint although it will help you to include the required information. (Questions may be directed to Bureau staff at 860-713-6928.) Please complete this form and forward to the parents or school district (as appropriate) and send a copy to:

State Department of Education Bureau of Special Education P.O. Box 2219 – Room 364 Hartford, CT 06145-2219

Date:* 3444 Person/Agency filing the complaint
Address:Phone:
$\frac{B(1561)}{(town)} \qquad (state) \qquad (zip) \qquad Email:*$
Parent's Name (if different):*Phone:*
Child's Name Date of Birth* Date of Birth*
Education Agency (school district)*
Name of School the Child Attends
Child's Address: (street) (town) Be specific as to why you believe that a requirement of the Individuals with Disabilities Education Act has been violated. Include a description of the relevant facts, the nature of the child's problem and a proposed resolution of the problem to the extent known and available at this time. Please forward a copy of this complaint to the education agency. If necessary, you may attach additional sheets as well as documentation of your complaint allegations.
Signature of Complainant

*Information requested is optional

Revised February 2012

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