



# IDEA STATE COMPLAINT FORM

Under the Individuals with Disabilities Education Act (IDEA) Part B and The Utah State Board of Education Special Education Rules, IV.E.

## Basic Information

Student Name	Student Grade
School District/Charter School/Other Public Agency	Student Date of Birth
School Student Attends	Parent/Guardian Name(s)
Student Address	Parent/Guardian Phone
Parent/Guardian Address (if different than student's)	Parent/Guardian Email

If you believe that a school district, public charter school, or other public agency in the State that provides special education and related services to children with disabilities has violated a requirement of federal and/or State special education laws or regulations, you may file a complaint with the Utah State Board of Education (USBE). This form has been designed to assist you in filing a complaint. You are not required to use this form; however, failure to provide required information may delay the complaint investigation.

The alleged violation must have occurred within one year of the date that the USBE receives the complaint. A State complaint may be filed by any party, including an organization or an individual from another state.

A State complaint investigation takes up to 60 days. You may work with the school to resolve the complaint at the local level. Parents and schools are encouraged to utilize mediation to resolve special education disputes. Participation in mediation is voluntary. If both parties agree to mediation, the USBE can appoint an impartial mediator to assist in resolving the complaint. Please contact the USBE for further information.

If the complainant(s) are unable to file in writing, they may contact the LEA or State Director of Special Education for Assistance.

If the complainant(s) or other parties require accommodations to participate in this process, please contact the USBE ADA Coordinator at (801) 538-7534 or via email at [holly.bell@schools.utah.gov](mailto:holly.bell@schools.utah.gov).

**Statement of Alleged Violation**

How do you think the school district, charter school, or other public agency violated Part B of the IDEA or the USBE Special Education Rules? Describe the violation(s), including the date(s) the violation(s) occurred.

Attach additional pages if necessary.

**Statement of Facts**

Provide facts that support the above statements. Describe the event(s), date(s), and documents that may support your allegations (attach additional pages if necessary).

**Proposed Resolution**

Describe a proposed resolution to the problem.

**Additional Information**

To assist in investigating this complaint, please supply the following optional information:

Has the student been referred for special education? Yes  No

Was the student ever identified for special education? Yes  No

Does the student have an individualized education program (IEP)? Yes  No

**I am also requesting mediation at this time.**

Mediation may be requested for disputes arising under the IDEA. Mediation is free to both parties. Mediation is a voluntary process. Prior to assigning a mediator, the USBE will contact the other party to determine whether that party is willing to participate in mediation upon receipt of this request.

**Complainant Information**

Name of Party Filing Complaint (please print)	Relationship to Student
Phone Number	Address
Email Address	

If the party filing the complaint (i.e., complainant) is someone other than the student’s parent, he/she must submit contact information for the parent and parental consent to release confidential information if the USBE does not receive signed parental consent, it cannot communicate with the complainant regarding the investigation or send the final investigation report to the complainant.

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Filing Instructions**

Submit a copy of this complaint and any attachments to the School District Superintendent or Charter School Director/Principal. The USBE does not accept emailed complaints at this time.

A copy of this complaint and all attachments must also be mailed, faxed, or delivered in-person to:

State Director of Special Education  
Utah State Board of Education  
250 East 500 South  
PO Box 144200  
Salt Lake City, Utah 84114-4200  
Fax: (801) 538-7991