

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

A copy of the complaint must be sent to the named Public Agency at the same time it is filed with the Arizona Department of Education's Dispute Resolution Unit.¹

This form is to assist you in filing a State Complaint. You are not required to use this paper form; however, the law requires a Complaint to be written, signed, and to meet certain requirements that are contained in this form.

Alternatively, you may file this complaint [online](#).

All dispute resolution processes are explained on the Arizona Department of Education's [website](#) which can be found at <https://www.azed.gov/specialeducation/disputeresolution>

You may use this paper form if you believe a public agency that is responsible for the provision of special education services has violated requirement(s) of Part B of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, or the corresponding special education requirements found in the Arizona Revised Statutes (ARS) and/or the Arizona Administrative Code (AAC).

The state complaint process is not the dispute resolution option to use when the outcome you want is a change in your child's eligibility determination, individualized education program (IEP), placement, or grades. The Arizona Department of Education (ADE) cannot overturn a decision of a Multidisciplinary Evaluation Team (MET), IEP Team, or change a student's grades through the complaint process.

If you are a parent, please refer to your [procedural safeguards](#). [Aviso de las Salvaguardias Procesales](#).

*** ← Indicates required information**

1. Complainant Information

Name(s) of Complainant* (Person submitting this Complaint)

Your contact information:

First Name* _____ Last Name* _____

Address* _____ City* _____ State* _____ Zip* _____

Best number to reach you* (H) _____ (W) _____ (C) _____

Email address _____

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

2. Public Agency

The name of the public agency where the alleged special education violation(s) occurred*

¹ "Public agency" includes the State Education Agency (SEA), Local or Public Education Agency (LEA/PEA), Educational Service Agencies (ESAs), nonprofit public charter schools that are not otherwise included as LEAs or ESAs and are not a school of an LEA or ESA, and any other political subdivisions of the State that are responsible for providing education to children with disabilities. [34 C.F.R. § 300.33]

3. If alleging a violation concerning a specific student, the State Complaint must also include the following additional information marked with*. For multiple students, use section 3D.

- A. The name of the student* First Name* _____ Last Name* _____
Date of Birth _____ Grade _____
- B. Address of the residence of the student ²*
Address* _____ City* _____ State* _____ Zip* _____
- C. Name of the school the student is attending* _____
- D. For Multiple Students:
Students: _____
Grade(s): _____

4. Allegation Statement

I/we believe that the named public agency has violated requirement(s) of Part B of the IDEA, its implementing regulations, or the corresponding special education requirements found in the Arizona Revised Statutes (ARS) and/or the Arizona Administrative Code (AAC)*.

☐ Yes ☐ No ☐ ← You must select one response

5. Public Agency Allegation(s) (NOTE: Do not complete sections 5a and 5b if allegations pertain to an individual student. Go to sections 6 & 7 to provide student-specific information)

- a. What is the alleged violation(s)*? Be as specific as you can to clearly identify the believed violation.

- b. What are the facts on which the allegation(s) is based, including when the alleged violation occurred?* Provide the facts that support the alleged violation, including relevant event(s), if known. If needed, attach additional sheets of paper.

² In the case of a homeless child or youth (within the meaning of section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), provide available contact information for the child and the name of the school the child is attending.

List student specific information below

- 6.** What are the facts related to the student specific allegation(s)?* If needed, attach additional sheets of paper.

- 7.** What ideas do you have for how these allegations could be resolved?* (Note that a proposed resolution is only required if you know and have one available at the time the complaint is filed.)

- 8.** Your relationship to the student(s)

- ☐ Parent
☐ Guardian
☐ Other

9. Signature

REQUIRED: Signature of person filing complaint

Date

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NOTE: If you have submitted your state administrative complaint outside of regular business hours, it will be considered received by Dispute Resolution on the next business day.



Return this form to:
Arizona Department of Education
Attn: Dispute Resolution
1535 West Jefferson, Bin #24
Phoenix, Arizona 85007
Telephone: (602) 542-3084 FAX: (602) 364-0641
Email: ESSDRInbox@azed.gov

Checklist for Complaint Prior to Submission:

Please note that if all the required information is not provided in the complaint submission, the Arizona Department of Education's Dispute Resolution Unit may deem the complaint insufficient.

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 is not required to be included when filing the complaint.**

- ☐ 1. Your contact information
- ☐ 2. Name of the public agency
- ☐ 4. Allegation statement that there has been a violation of requirement(s) of Part B of the IDEA, its implementing regulations, or the corresponding special education requirements found in the Arizona Revised Statutes (ARS) and/or the Arizona Administrative Code (AAC)
- ☐ 5. A. The believed violation of the IDEA Part B, its implementing regulations, or the corresponding special education requirements found in the ARS and/or the AAC
- ☐ 5. B. The facts supporting the allegation that there has been a violation of requirement(s) of Part B of the IDEA, its implementing regulations, or the corresponding special education requirements found in the Arizona Revised Statutes (ARS) and/or the Arizona Administrative Code (AAC)
- ☐ 9. Your signature
- ☐ REMINDER: A copy of the complaint is sent to the named public agency at the same time it is filed with the Arizona Department of Education
- ☐ REMINDER: In the case of a complaint against a school district or charter, a copy of the Complaint is sent to the school district/charter at the same time it is filed with the Arizona Department of Education

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

- ☐ 3. A. The name of the student
- ☐ 3. B. The address of the physical residence of the student
- ☐ 3. C. The name of the school the student is attending
- ☐ 6. A description of the nature of the problem and the facts related to the problems of the student
- ☐ 7. Proposed resolution
- ☐ 8. Your relationship to the student