



**REQUEST FOR COMPLAINT INVESTIGATION**  
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
SPECIALLY DESIGNED SERVICES  
SFN 58618 (05/2018)

**REQUEST FOR COMPLAINT INVESTIGATION**

Any individual or organization may file a complaint with the department if they believe a public agency has violated federal requirements to provide a free and appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA). All complaints must be in writing, must be signed, and should clearly identify the alleged violation(s). A complainant has the right to file a complaint with the department within **one year** of an alleged violation.

The Department of Public Instruction will investigate the complaint and issue a decision within 60 days of receiving the complaint, unless exceptional circumstances extend this timeline. If the department finds that the public agency has violated requirements relating to special education, the local educational agency will be directed to complete corrective actions to correct the violations.

**Complaint should be returned to: Department of Public Instruction, Office of Specially Designed Services, 600 E Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440.**

Date of Request			Name of Complainant	Complainant Address
City	State	ZIP Code	Home Telephone Number	Work Telephone Number
Cell Phone Number			Fax Number	E-mail Address

Would you consider mediation to resolve these issues? ☐ Yes ☐ No

Child's Name			Date of Birth	Child's Address (if different than that above)
City	State	ZIP Code	School Child Attending	School Representative or Contact (if known)*
Child's Age*	Child's Grade*		District Child Attending	Complainant's Relationship to the Child*

\*These fields are optional.

**Please forward this complaint to the district/public agency at the same time the complaint is filed with the NDDPI.**

Date complaint sent to the district/public agency (mm/dd/yyyy)
Name of person/title to whom you sent the complaint (e.g. Superintendent, Special Education Director).

**Complaint and Supporting Facts**

Directions: Number and list each allegation separately. Describe the violation and the specific facts that related to that violation. If possible, include dates, names and locations. Attach additional pages if more space is required.
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**Proposed Solution(s)**

Directions: Describe what remedies have already been or could be attempted to correct the problem. Attach additional pages if more space is required.
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Signature	Date
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