



REQUEST FOR SYSTEMIC COMPLAINT INVESTIGATION

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
SPECIALLY DESIGNED SERVICES
SFN 61397 (02/2018)

Return to:
Dept. of Public Instruction
Specially Designed Services
600 E Blvd Ave, Dept. 201
Bismarck ND 58505-0440

- 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.
- This form is for systemic complaints that involves more than an individual child and appear to be the result of inappropriate district policies, procedures, or practices.

Complainant Contact Information

Name of Parent, Individual or Organization	Telephone Number	Date of Request	
Address	City	State	ZIP Code

Check one. <input type="checkbox"/> Parent or Person in Parental Relationship <input type="checkbox"/> Surrogate Parent <input type="checkbox"/> Parents' Attorney <input type="checkbox"/> School District/State Agency Representative <input type="checkbox"/> School District/State Agency Attorney <input type="checkbox"/> Other	
<input type="checkbox"/> Yes, I forwarded a copy of the State complaint to the school district.	
Signature	Date

School Information

Name of School District (or Public Agency) Responsible for the Provision of Services		
School Representative or Contact (if known)	Address	
City	State	ZIP Code

Complainant Information-Alleged Violation is Systemic (e.g., inappropriate school procedures and/or practices)

Statement that the school district or public agency has violated Part B of IDEA.
Description of the facts on which the above statement is based.

Proposed Solution(s)

Describe what remedies have already been or could be attempted to correct the problem.
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