



Michigan Department of Education
 Office of Special Education
 608 West Allegan Street
 Lansing, Michigan 48909
 Telephone: 517-241-7075
 Toll Free: 888-320-8384
 Fax: 517-241-7141

Model Due Process Complaint/Request for Hearing Form

PURPOSE: This model form may be used to submit a request for a due process hearing to resolve a disagreement about the identification, evaluation, eligibility, educational placement, or manifestation determination of a student, or regarding the provision of a free appropriate public education for a student under the Individuals with Disabilities Education Act (IDEA).

INSTRUCTIONS: Complete this form and deliver by mail, electronically (email or fax), or hand-deliver it to the Michigan Department of Education (MDE), Office of Special Education (OSE) at the address above. The use of this form is not required; it is provided to assist in filing a due process complaint. **Note: The * indicates required information.**

Last updated: 4/8/20

Complainant Contact Information			
* Name:			
* Address:		Telephone Number(s):	
		Email Address:	
Student Information			
* Name of Student:	Age:	Date of Birth:	Grade:
* Address of Student (or contact information if student is homeless):			
Name of Parent or Guardian (if other than the person filing the complainant):			
School Information			
* Name of the School the Student Attends:	Name of the District(s) the Complaint is Filed Against:		

*** Problem and Facts**

What is the nature of the problem that relates to the student's special education program and what are the facts that relate to the problem? Include dates, if known. (Attach additional pages if necessary.)

*** Proposed Resolution (to the extent known)**

Briefly explain how you think the issue could be resolved. (Attach additional pages if necessary.)

* Signature

Printed Name

Date

MEDIATION

The Michigan Department of Education (MDE) encourages parents and districts to resolve disputes through informal dispute resolution processes, including mediation.

Mediation is a voluntary process. A trained, impartial mediator assists the parties in reaching a mutually acceptable resolution of the dispute between the parties. Mediators are not affiliated with any local school district nor do they represent any of the parties in a complaint. Discussions during mediation are confidential.

The MDE provides mediation services at no cost to the complainant or the district if they use Special Education Mediation Services (SEMS). SEMS is funded by an MDE grant.

If you are interested in resolving a complaint through mediation or informal resolution, the MDE will, with your consent, forward your name and telephone number to SEMS. SEMS will contact you to tell you more about mediation and other alternative dispute resolution options. If you choose to participate in mediation, SEMS will contact the district to determine if the district agrees to participate in mediation. If so, SEMS will make the arrangements and schedule the mediation meeting(s).

If you and the district agree to participate in mediation after a due process complaint has been filed, the hearing timeline may be extended until the mediation process is completed. If the issue is resolved through mediation, the complaint will be withdrawn or dismissed. If the issue is not resolved, the MDE will proceed with the due process hearing.

For more information about mediation and informal dispute resolution, see the MDE Special Education Due Process Complaint Procedures or contact Special Education Mediation Services (SEMS) at 833-KIDS1ST (833-543-7178) or the [SEMS website](http://MiKids1st.org) (<http://MiKids1st.org>).

Please provide the information below and sign your name if you want SEMS to contact you to tell you more about mediation and other informal dispute resolution options.

I am interested in resolving the complaint against the _____ school district/public school academy through mediation or informal resolution.

I give the MDE permission to forward my name and telephone number to the SEMS.

Name: _____ Telephone number: _____

Signature Date