



Request for a State Complaint Investigation

Parents and other individuals and organizations may file a complaint if they believe a school district or other educational agency has violated one or more requirements of the **Michigan Administrative Rules for Special Education, Michigan special education law, or the Individuals with Disabilities Education Act.**

Author: Michigan Department of Education, Office of Special Education

Last updated: 10/15/18

Note: This document was updated to comply with Michigan Department of Education standards for accessibility. No other content changes were made.

Person filing the complaint

Name

Address

City/State/Zip

Telephone

Email

Complainant's relationship to student:

Parent Citizen Attorney Advocate Self

The public agency the complaint is against

Name of Public Agency



The student involved (required if the alleged violation is regarding a specific student)

Name of Student

Date of Birth (optional)

Home Address (include if different from above; if homeless, include other contact information)

City/State/Zip

Name of School Student is Attending

Allegations

Number and list each alleged violation separately. Describe the alleged violation and specific facts related to the alleged violation. If possible, include names, dates, and locations. Additional pages may be attached if needed.

Proposed Resolution

Proposed resolution of the problem, if the alleged violation is regarding a specific student, to the extent known and available at the time the complaint is filed. This section is optional.



Submit Form

This state complaint investigation request must be signed and mailed or faxed to the OSE.

Michigan Department of Education
Office of Special Education
608 West Allegan
P.O. Box 30008
Lansing, MI 48909
Fax 517-241-7141

Signature (required)

Date

If the person filing the complaint is not the student's parent, or if the student has reached the age of majority (18 in Michigan), this state complaint investigation request should include a consent for the release of information to the complainant, signed by the student's parent or the student if age 18 or older, before any information will be shared with the complainant. If authorization for release of information is not provided, then no information will be shared with the complainant subsequent to the issuance of this office's final decision in this matter.



Release of Contact Information to SEMS

Are you interested in mediation?

A mediator can be requested at no cost from Special Education Mediation Services (SEMS). SEMS is a project of the Office of Special Education (OSE) that uses trained, independent mediators. The mediators are not employees of the OSE, a school district, or an intermediate school district (ISD). Mediation may proceed at the same time as the complaint investigation process.

- I am interested in more information about mediation and authorize the OSE to forward my name, phone number, and/or email address from the complaint to the SEMS. I understand the SEMS will contact me directly.

Signature (required)

Date

Worksheet for Alleged Violations, Supporting Facts, and Proposed Resolutions for Individual Students

To file a state complaint about a violation of special education law regarding a specific student, the written complaint must include the alleged violation with supporting facts and a proposed resolution.

This worksheet is an optional tool to help you organize your information. You can also attach the worksheet to the state complaint form and submit as an additional sheet if needed. You are not required to use this form.

Alleged Violations	Supporting Facts	Proposed Resolutions