



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

DATE

**COMPLAINANT
ADDRESS**

Subject: Special Education Citizen Complaint No. **12-00**

Dear **COMPLAINANT**:

The Office of the Superintendent of Public Instruction received the **DISTRICT** School District's (District) response to your citizen complaint on **DATE**. Enclosed is a copy of that response. **Please note that our office removed personally identifiable information on other students.** If you believe the District's response to your allegations is not accurate, please make sure our office receives your reply addressing your concerns no later than **13 days from date sending**. I have included an instructional sheet for your reference which may be helpful in organizing your reply, if you choose to submit one. OSPI will provide your reply, if any, to the District.

If you have any questions, please contact me at (360) 725-6075 or by email at ____@k12.wa.us. Our facsimile number is (360) 586-0247 and the TTY number is (360) 586-0126.

Sincerely,

INVESTIGATOR

Program Supervisor, Special Education
or Special Education Dispute Resolution Coordinator

xx/xx

Enclosure (Addressee only)

cc: **SUPERINTENDENT**, Superintendent
DIRECTOR, Actual Title
File