

**Complaint Worksheet - Use with State or Federal Complaints (IDEA, OCR, FERPA)**

*Please fill out all sections completely*

*This worksheet is intended to assist parents with filing complaint by helping them to “connect the dots” from the incident that led to the complaint – to the legal basis for making the complaint – to the outcome or impact on the child. DO NOT submit this form as a complaint; USE IT in developing your complaint.*

**Name of Person filing the Complaint:** \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Student’s Information** -- Name of Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student’s Address, if different than that of person filing the complaint: \_\_\_\_\_

School Student Attends: \_\_\_\_\_ Grade: \_\_\_\_\_ School District: \_\_\_\_\_

Signature of Person Filing Complaint: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student:  Parent or Guardian  Citizen  Attorney  Advocate

<b>Date of Alleged Violation</b>	<b>Statement of the Violation &amp; Facts on Which the Allegation is Based:</b> Event Forming Basis of Complaint, Including Persons Involved (What & Who)	<b>Federal / State Regulation/ Rule Violated</b>	<b>Documentation of Alleged Violation (Proof)</b>	<b>How the Alleged Violation Harmed the Student</b> (Harm* the student experienced as a result of alleged violation)	<b>Specific Remedy Sought</b> (ex. You may request staff training, written apology, compensatory education, reimbursement for private tutoring)

\* Complaints filed with the Office of Civil Rights may allege discrimination to the student or parent (not limited to harm the student experienced)

**For State Complaints:**

Once you are certain that the complaint includes all required information, you may submit (file) it with the:

New Hampshire Department of Education  
ATT: Special Education Complaints Office  
101 Pleasant Street  
Concord NH 03301-3860.

A [copy of the Federal regulations](#) that describe the procedures for filing a complaint with the New Hampshire Department of Education (NHDOE) may be obtained by request at (603) 271-3075. If you have any questions, please contact the Complaints office at (603) 271-3075.

According to federal regulations, a complaint must:

1. Include specified information (at the top of this form about the person filing the complaint and the student on whose behalf the complaint is being filed)
2. Be in writing (no specific form required: complainants may use this form, the form provided by the NH DOE, or submit a complaint on plain paper, stationary, etc.);
3. Be signed;
4. Include a statement that a public agency (usually a school district) has violated a federal or state special education requirement (You do not have to quote the specific requirement that you believe was violated, but you must explain what you believe the school has done wrong, for example, “the teachers are not following my child’s IEP.”);
5. Include the facts on which the allegation is based (Describe what happened to lead you to believe the school has violated special education requirements and how that affects your child, for example, “My child’s IEP says he will be seated in the front of the classroom, but when I visited his classroom yesterday, he was seated in the back of the classroom. Because of his vision and hearing problems, he needs to sit close to the blackboard and the teacher.”);
6. Include how the alleged violation has affected the student
7. Include the outcome or resolution sought; and
8. Must allege a violation that occurred not more than one year before the date filed with the NH Department of Education.

**For Federal Complaints:**

<p><b>Submit OCR complaints to:</b> US DOE, Region 1 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921 Email: <a href="mailto:ocr.boston@ed.gov">ocr.boston@ed.gov</a> Telephone: (617) 289-0150</p>	<p><b>Submit FERPA complaints to:</b> <b>Family Policy Compliance Office</b> US DOE 400 Maryland Avenue, SW Washington, DC 20202-5920 Website: <a href="http://www.ed.gov/offices/OM/fpco">www.ed.gov/offices/OM/fpco</a> Telephone: (800) 872-5327</p>
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