

Model Form: Due Process Complaint (Request for Due Process Hearing)

Instructions: You may use this form if you want to file a due process complaint and request a due process hearing. That process is explained on pages 16 through 24 of the *Procedural Safeguards Manual for Parents (Parental Rights in Special Education)*. After you complete this form, send copies to

- (1) the school district(s) involved,
- (2) the AEA(s) involved, and
- (3) the Iowa Department of Education, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0146.

Fill out this form completely. Use the next page or additional sheets of paper, if necessary.

Date: _____ I am filing a due process complaint about my child. I request a due process hearing before an administrative law judge appointed by the Iowa Department of Education.

Child's Name: _____ Child's Date of Birth: _____

Does your child use another name? Yes/No If so, what is it? _____

Child's Address: _____

City: _____ State: _____ ZIP: _____

Is the child "homeless"? Yes/No If so, provide contact information for the child. _____

School District Where Child Lives: _____

Address: _____

City: _____ State: _____ ZIP: _____

School District Where Child Attends: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name of School Building That Child Attends: _____

My Name: _____

My Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ E-mail (if available): _____

Other parent's name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ E-mail (if available): _____

1. The nature of the problem:

2. The facts of the case relating to the problem:

3. Your proposed resolution to the problem:

Is this form completed by someone other than the parent? Yes/No If so, please provide your name, your contact information, and your relationship to the parent: _____

Is there someone else not listed on this form who is the child's parent or guardian? Yes/No If so, please provide that person's name, contact information, and relationship to the child: _____