

Sample Letter - Compliance Complaint

Ms. Bonnie Blue
Address
City, State Zip
Telephone Number

Date

Complaint Management and Mediation Unit
Special Education Division
California State Department of Education
515 L Street, Suite 270
Sacramento CA 95814

To whom it may concern:

I am writing to make a special education compliance complaint under 5 Cal. Code Regs. Sec. 4600, et seq. for my son, Bob Blue. I feel that my local school district, _____, is out of compliance with federal and state special education laws.

My son's disability is _____. His date of birth is _____. He is in the _____ grade. He is attending the _____ school, in the _____ school district. Bob resides in the _____ school district. I am the parent/guardian of Bob. My/our residence address and telephone number are as noted above.

I am filing this special education compliance complaint because I have had the following problems/disagreements with my school district:

1. _____, 2. _____, And 3. _____.

In order to resolve this complaint, I am proposing the following solutions/remedies:

1. _____, 2. _____, And 3. _____.

I am attaching a copy of my child's Individualized Education Program (IEP).

Because my complaint involves a matter which calls for direct State Department of Education intervention pursuant to 5 Cal.Code Regs Sec. 4600, et seq., I have not filed with the local education agency. Rather, I am requesting direct state intervention in this matter.

A2Z Educational Advocates

Loren R. Grossman, M.S., J.D. (Advocate) & N Jane DuBovy, M.A., J.D. (Attorney & Certified Mediator)

16712 Marquez Av, Pacific Palisades CA 90272 • (310) 573-1430 Fax (310) 573-1425 email a2zedad@cs.com

As noted below, as a courtesy, I have sent a copy of this letter to _____, the superintendent of my school district.

I ask for immediate investigation and resolution, as my child cannot afford to wait for these services. Thank you for your assistance.

Very truly yours,

Bonnie Blue

cc: _____, school district superintendent
_____, educational advocate