

FOKSD Disability Discrimination Complaint Policy

Complaint Coordinator: Dione Cotton
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504-940-2243 opt.6
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I. EVALUATION OF THE COMPLAINT

If the Friends of King School District determines that written information provided to the Friends of King School District is a complaint, the Friends of King School District will establish whether it has sufficient information to proceed to investigation. The Friends of King School District will provide complainants with assistance regarding the nature of their rights and of the Friends of King School District investigation process. Additionally, the Friends of King School District staff will provide appropriate assistance to complainants who are persons with disabilities, individuals of limited English proficiency or persons whose communication skills are otherwise limited.

To investigate the complaint, the Friends of King School District may need to collect and analyze personal information. The Friends of King School District does not reveal the name or other identifying information about an individual (including individuals who file complaints or speak to the Friends of King School District unless (1) such information would assist in the completion of an investigation or in corrective activities of the Friends of King School District in remedying violations of law; (2) such information is required to be disclosed under the Louisiana's public records laws; or (3) such information is permitted to be disclosed under the Family Educational Rights and Privacy Act and Louisiana laws concerning the confidentiality of student records and the Friends of King School District determines disclosure would further an interest of the Friends of King School District.

However, The Friends of King School District can release certain information about complaints to the general public, including the date a complaint was filed; the type of discrimination included in a complaint; the date a complaint was resolved, dismissed or closed; the basic reasons for the Friends of King School District's decision; or other related information. Any information the Friends of King School District releases to the general public will not include personally-identifiable information about the complainant or the person on whose behalf the complaint was filed except as noted in the paragraph above.

A. Determine the Sufficiency of a Complaint

A complaint is a written or electronic statement to the Friends of King School District alleging that the rights of one or more students with a disability have been violated and requesting that the Friends of King School District take action. Complaints may be filed online as well as by mail, fax, or in person. Some correspondence that the Friends of King School District receives, even if it concerns an alleged civil rights violation, may not be a complaint. Upon receipt, the Friends of King School District will determine whether or not the correspondence is a complaint. If a complaint is filed electronically, by e-mail or fax, a signed consent form must be secured in addition to a complaint form.

The following are not complaints:

- (a) Oral allegations that are not reduced to writing;
- (b) Anonymous correspondence;
- (c) Courtesy copies of correspondence or a complaint filed with others; or
- (d) Inquiries that seek advice or information but do not seek action or intervention from The Friends of King School District.

The complaint should include a written explanation of what happened; a way to contact the complainant (if the complaint is filed by e-mail the Friends of King School District must have the complainant's actual name and address); and identification of the person or group injured by the alleged discrimination.

Complaints should be submitted to the Friends of King School District's complaint coordinator: Dione R. Cotton Special Education Coordinator
(504) 940-2243 opt.6 or Dcotton@mlknola.org

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B. Establish a File for Each Complaint

The case opening date is the date a complaint is received by the Friends of King School District chief administrator or a member of the Friends of King School District governing board. Complaints received by email or by fax after regular business hours, over a weekend, or on a holiday will be considered received on the next workday. Upon receipt by the appropriate Friends of King School District staff, the Friends of King School District establishes a case file for each complaint. The complaint, however, it was filed, must be included in the case file.

In cases of multiple complaints, the following guidelines will be applied in determining how many case numbers should be assigned:

(a) Complaints from more than one person against the Friends of King School District that contain different allegations are treated as separate complaints.

(b) Complaints filed by more than one person that raise substantially identical allegations against the Friends of King School District may be treated as one complaint or, if received later, incorporated into an existing complaint. If the complaints raise distinct allegations, the Friends of King School District should treat them as separate complaints.

(c) New allegations filed by the same person against the Friends of King School District after a complaint investigation has begun are reviewed on a case-by-case basis to determine whether the allegations should be added to the open complaint or treated as a new complaint.

C. Acknowledge the Complaint

The Friends of King School District will promptly acknowledge receipt of the complaint. The complainant will be informed that the complaint will be evaluated to determine its sufficiency and that further communications about the complaint will be forthcoming. If not already provided by the complainant, a consent form will be included with the Friends of King School District's acknowledgement letter. The complainant will be informed that the complaint will be closed if written consent is not received within 20 calendar days of the date of the acknowledgement letter. The response will also include a copy of "The Friends of King School District's Complaint Processing Procedures."

D. Determine Whether the Allegations Are Sufficient and Timely

For the Friends of King School District to initiate an investigation, the complaint must allege, or the Friends of King School District must be able to infer from the facts given, an allegation of: 1) discrimination based on disability or 2) retaliation for the purpose of interfering with any right or privilege secured by applicable disability rights laws or as a result of making a complaint, testifying, or participating in any manner in an disability discrimination matter before the Friends of King School District, the Louisiana Department of Education, or the United States Department of Education.

The Friends of King School District will take action only with respect to those complaint allegations that have been filed within 180 calendar days of the date of the last act of alleged discrimination unless the complainant is granted a waiver under Section I.E. Timely allegations may include those where the complainant alleges a continuing discriminatory policy or practice. The person or team evaluating the complaint allegations shall make the determination of the existence of a continuing discriminatory policy or practice.

The Friends of King School District will assist the complainant in understanding the information that the Friends of King School District requires in order to proceed to the investigation of the complainant's allegation(s). This will include explaining the Friends of King School District's investigation process and the rights of the complainant under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Friends of King School District will also, to the extent possible, specifically identify the information necessary for the Friends of King School District to proceed to

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investigation of the complainant's allegation(s). The Friends of King School District staff will provide appropriate assistance to complainants who are persons with disabilities, individuals of limited English proficiency, or persons whose communication skills are otherwise limited.

If the Friends of King School District] decides not to open a complaint for investigation or to terminate an investigation for any of the reasons identified above, it will dismiss the complaint allegation.

The Friends of King School District will also dismiss an allegation for the following reasons:

(a) The allegation fails to state a violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act; or

(b) The allegation lacks sufficient detail (i.e., who, what, where, when, how) for the Friends of King School District to infer that discrimination or retaliation may have occurred or is occurring; or

(c) The allegation is so speculative, conclusory, or incoherent that it is not sufficiently grounded in fact for The Friends of King School District to infer that discrimination or retaliation may have occurred or is occurring.

Before dismissing a complaint allegation, the Friends of King School District will contact the complainant and explain in writing (by letter or via electronic mail) the information necessary for the Friends of King School District to proceed to investigation of the complaint allegation, ask the complainant to provide this information to the Friends of King School District within 20 calendar days of the date of the written request and advise the complainant that the complaint allegation will be dismissed if the information is not received by that date. The Friends of King School District] will dismiss the complaint allegation if the requested information is not received within 20 calendar days of the date of the written request.

If a complaint allegation is dismissed, the Friends of King School District will issue a letter of dismissal to the complainant explaining the reason for the decision.

E. Determine Whether a Waiver of Timeliness Should be Granted

If a complaint allegation is not filed in a timely manner, the Friends of King School District will notify the complainant of the opportunity to request a waiver. The person or team evaluating the complaint allegations may grant a waiver of the 180-day filing requirement for good cause shown, such as under any of the following circumstances:

(a) The complainant could not reasonably be expected to know the act was discriminatory within the 180-day period, and the complaint allegation was filed within 60 days after the complainant became aware of the alleged discrimination;

(b) The complainant was unable to file a complaint because of incapacitating illness or other incapacitating circumstances during the 180-day period, and the complaint allegation was filed within 60 days after the period of incapacitation ended; or

(c) Unique circumstances generated by the Friends of King School District's action have adversely affected the complainant's ability to file a complaint within the 180-day period.

If a waiver is not requested or requested but not granted, the allegation will be dismissed and the complainant informed of the decision.

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F. Opening the Complaint for Investigation

When the Friends of King School District opens a case for investigation, it will issue a letter of notification to the complainant that contains, at a minimum, the following information:

- the complaint allegations;
- contact information for the Friends of King School District staff person who will serve as the complainant's primary contact during the investigation and resolution of the complaint; and
- a copy of "the Friends of King School District Complaint Processing Procedures".

G. Determine Whether the Friends of King School District Will Administratively Close a Complaint

The Friends of King School District will close a complaint for the following reasons:

(a) The same allegations have been filed by the complainant against the Friends of King School District with state or federal court. An the Friends of King School District complaint may be re-filed within 60 days following termination of the court proceeding if there has been no decision on the merits or settlement of the complaint allegations. (Dismissal with prejudice is considered a decision on the merits.)

(b) The complaint allegations are foreclosed by previous decisions of the federal courts, the U.S. Secretary of Education, or the U.S. Department of Education's Civil Rights Reviewing Authority.

(c) The Friends of King School District obtains credible information indicating that the allegations raised by the complaint have been resolved, and there are no class-wide allegations. In such a case, [LEA] will attempt to ascertain the apparent resolution. If [LEA] determines that there are no current allegations appropriate for further complaint resolution, the complaint will be closed.

(d) The Friends of King School District determines that its ability to complete the investigation is substantially impaired by the complainant's or injured party's refusal to provide information that is reasonably accessible to the complainant and is necessary for investigation of the complaint.

(e) The Friends of King School District determines that its ability to complete the investigation is substantially impaired by its inability to contact the complainant in order to obtain information that is necessary for investigation of the complaint. the Friends of King School District will include documentation in the case file of its efforts to contact the complainant by phone, in writing, or via electronic mail to request the necessary information. The Friends of King School District will not close the complaint until more than 20 calendar days have passed since the date of the Friends of King School District's attempt to contact the complainant.

(f) The complaint is a continuation of a pattern of complaints previously filed by the complainant or someone other than the complainant involving the same or similar allegations against the Friends of King School District that have been found to be without merit by the Friends of King School District.

(g) The complainant withdraws the complaint.

(h) The death of the complainant or injured party makes it impossible to investigate the allegations fully, or when the death of the complainant or injured party forecloses the possibility of relief because the complaint involved potential relief solely for the complainant or injured party.

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(i) The allegations are moot because:

1. There are no current allegations appropriate for further investigation and resolution;
2. There are no class-wide allegations; and
3. There is no need for the Friends of King School District to change its policies or procedures in order to protect against a future violation.

If the Friends of King School District closes a complaint for any of the reasons identified above, it will issue a letter of administrative closure to the complainant explaining the reason for the decision.

II. INVESTIGATION OF THE COMPLAINT AND ISSUANCE OF FINDINGS

The Friends of King School District] will ensure that investigations are legally sufficient and that they are dispositive of the allegations raised in the complaint. The Friends of King School District] corrective action plans should be carefully drafted to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

A. Case Planning

Case planning will begin as early as possible, will be thorough, and will be conducted throughout the life of every case to ensure high quality decisions, prompt investigations, and efficient use of the Friends of King School District resources. Planning decisions will reflect sound legal standards and will be adjusted as necessary to take into account new information obtained during case processing.

The following essential elements of case planning will be addressed in every case and placed in the file (unless inapplicable):

- (a) Allegation(s)
- (b) Legal issue(s)
- (c) Investigation strategy (including obtaining interim relief as appropriate)
- (d) Corrective action plan

B. Investigative Determinations: Letters of Finding

Within 60 days of the receipt of a sufficient and timely complaint, the Friends of King School District will determine either that:

- there is insufficient evidence to support a conclusion of noncompliance; or
- there is sufficient evidence to support a conclusion of noncompliance.

The Friends of King School District] will issue a letter of finding(s) to the complainant. All letters of finding(s) will include a statement that "The complainant may have the right to file a private suit in federal court whether or not the Friends of King School District finds a violation."

(1) Insufficient Evidence Determination

When the Friends of King School District determines that the evidence does not support a conclusion that the Friends of King School District failed to comply with applicable regulations, the Friends of King School District will

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issue a letter of finding(s) to the parties. The letter of finding(s) must include:

1. a statement of the issues raised by the complaint; and
2. clear explanation of the pertinent legal standard and factual analysis.

The case file will include an index of the evidence relied upon in making the determination.

(2) Non-Compliance Determination

When the Friends of King School District] determines that a preponderance of the evidence supports a conclusion that the [LEA] failed to comply with applicable regulations, the Friends of King School District will prepare a statement of the case. The statement of the case must set out the issues investigated; the Friends of King School District's basis for adopting a corrective action plan; and an explanation of how the terms of the agreement are aligned with the issues investigated and are consistent with applicable regulations. The provisions of the corrective action plan will be aligned with the identified violation(s) and will be consistent with applicable regulations.

The letter of finding(s) to the parties must include:

1. a statement of the issues raised by the complaint;
2. a clear explanation of the pertinent legal standard and factual analysis; and
3. a statement that, when fully implemented, the corrective action plan will address all of the complainant concerns. The letter will include a copy of the corrective action plan.

The case file will include an index of the evidence relied upon in making the determination.

C. Guidelines for Corrective Action Plans

The complaint will be considered resolved if the Friends of King School District adopts a corrective action plan that, when fully performed, will remedy the complaint or identified violations. A copy of the corrective action plan will be included with letter of finding(s).

Corrective action plans must be signed by a person with authority to bind the corrective action plan and must include:

- (i) specific acts or steps the Friends of King School District will take to resolve compliance issues;
- (ii) dates for implementing each act or step; and
- (iii) dates for submission of reports and documentation to the complainant verifying implementation.

D. Data Collection and Information Gathering

Investigations are guided by several fundamental principles. the Friends of King School District will undertake a robust outreach to the Friends of King School District's community to increase its access to relevant information in the conduct of an investigation, as appropriate. In addition, the Friends of King School District will determine whether it is appropriate to provide interim relief for the injured party. If interim relief is appropriate the Friends of King School District] will contact the complainant as early as possible to secure it pending the outcome of the investigation.

Relevant credible data are invaluable to the Friends of King School District in ensuring compliance with the law. As part of its investigations, the Friends of King School District will collect data resulting from any methods the Friends of King School District uses to track and evaluate their compliance with their legal responsibilities (e.g., climate surveys and other self-assessment tools).

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(1) Generally

Generally, [the Friends of King School District] seeks documentary evidence, develops interview questions based upon those data and any other available information, and conducts interviews with the complainant, the Friends of King School District personnel, and others as appropriate. The exact approach taken to data/information collection will vary from case to case depending on the issues raised, the extent to which relevant data are in the control of the Friends of King School District or others, and investigation strategies. Some general practices that should be part of decision-making during data collection include:

- Obtain independent written documentation to corroborate oral statements.
- Label all evidence, documents, electronic media, and written records of contact, with information identifying the case being investigated and the circumstances under which the evidence was obtained (e.g., where and when an interview was conducted, and who provided a given document).

(2) The Friends of King School District Authority to Obtain Information

The Friends of King School District has no legal authority to require the complainant or any other individual or organization outside of the Friends of King School District control to provide information.

(3) Interviews

Interviews are an integral part of most investigations. The objective of interviews is to gain an understanding of the records and data relevant to the issues in the case; to obtain information from and assess the credibility of witnesses; and to evaluate the Friends of King School District defenses. The Friends of King School District may conduct individual interviews or focus groups as part of its investigations.

Notice – Prior to initiating an interview, the Friends of King School District should inform the witness of the following:

- (i) The general purpose of the interview, including the Friends of King School District's role, what law or laws may be pertinent to the investigation, and where appropriate, a brief explanation of what is under investigation.
- (ii) The potential uses of the information to be obtained from the witness.
- (iii) The witness's right to personal representation during the interview by a person of their choice.
- (iv) If the witness is an employee of the Friends of King School District, his or her right to refuse to have anyone else present during the interview and his or her right to refuse to reveal the content of an interview.
- (v) The regulatory provisions concerning prohibition of intimidating or retaliatory acts by the Friends of King School District.

Witnesses shall be interviewed under circumstances that assure privacy. An interpreter may be used if safeguards are taken to ensure the competence of the interpreter and to protect the witness's privacy.

Interviews with Minors (Persons Under 18) or Legally Incompetent Individuals – The Friends of King School District shall obtain written consent from a parent or guardian prior to interviewing any person under 18 years of age or otherwise adjudicated legally incompetent, for example, mentally impaired. Parental or legal guardian consent may not be required for persons under 18 if they are emancipated under state law and are therefore considered to have obtained majority. For persons under 18 who state they are emancipated, the Friends of King School District should obtain proof of emancipation.

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Parental or legal guardian consent (or proof of emancipation) may not be necessary when the questions asked are of a general nature, not related to any specific events in which the minor was involved, and there are no records kept to identify the student. If parents or guardians refuse to provide consent for an interview, and [LEA] determines that the child's information is critical, the Friends of King School District may attempt to secure parental or guardian consent by inviting the parent or guardian to be present during the interview. If consent is denied, the Friends of King School District will not interview the child.

Records of Interviews – A written record of both telephone and in-person interviews must be kept. Interviewers will notify interviewees if a tape recording is used and tape recording will be done only with the consent of the interviewee. If interviewers use tape recording, the tape becomes part of the case record along with the written record. Regardless of the technique used during the interview, a written record of the interview must be created.

The record of the interview to be placed in the case file must contain the following information:

- (i) case identification (name and case number);
- (ii) name and identification of the interviewee, interviewer, and any other person present (include an explanation for the presence of any other persons);
- (iii) date, time, and location of interview (including whether the interview was conducted by telephone);
- (iv) a record of whether the interviewee was informed of required notifications; and
- (v) written record reflecting the questions and responses obtained during the interview (this need not be a verbatim transcript but must accurately reflect the responses of the witness).

APPENDIX A

REQUEST FOR SPECIAL EDUCATION FORMAL COMPLAINT INVESTIGATION

You may choose not to use this form to request a complaint investigation; however, requests for complaint investigations must include all of the information required by law. Requests must be signed. A checklist is on the last page of this form for you to use before mailing/faxing the completed form.

If your request for a formal complaint investigation is student-specific, you are required to provide the student's name and school district. If your request alleges systemic violations of special education law, skip the "Student Information" section and complete the rest of the form.

1. Student Information

Name: _____ Date of Birth: ____/____/____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Name of campus student attends/attended: _____

2. Requestor Information

Requestor Name: _____ Relationship to student: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Fax number: _____ Email address: _____

3. Complaint Information

Your complaint must allege a violation of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, and/or La. Bulletin 1706. The alleged violation must have occurred not more than one year prior to the date the complaint is received by the school district.

Attach pages with additional information or allegations as needed. (Pages attached ☐)

- a. What is the alleged violation? (Describe the nature of the problem.)
- b. What are the facts on which the allegation is based?
- c. What are significant dates and events that may be relevant to this allegation?
- d. If you have a proposal for how the issue stated in (a) could be resolved, please describe your proposal.
- e. What documents supporting the facts should be reviewed by the Department regarding this allegation? (Optional)

4. Notification for Complaint Investigation

By federal regulation, you must send a copy of the request for complaint investigation to the school district. Indicate below when and to whom you sent the copy of the complaint letter.

Date: ____/____/____

Special Education Director or
Superintendent

Address

Certified Mail Return Receipt Requested / Tracking # (if applicable)

5. Signature(s)

By federal regulation, you must sign the request for complaint investigation.

Requestor(s) Signature: _____ Date: ____/____/____

Checklist

Before mailing/faxing your request for a complaint investigation, please make sure you have completed the items listed below.

- ☐ You have provided the student's name, contact information, and name of the school district the student attends (Section 1, when requesting a due process hearing or a formal complaint investigation on behalf of one student).
- ☐ You have provided your name, address, and contact information where you can be reached (Section 2).
- ☐ You have provided detailed information about when, where, and how the alleged violation took place (Section 3).
- ☐ You have provided a proposed solution to the problem (optional) (Section 3.e.).
- ☐ You have signed your complaint (Section 5).
- ☐ You have provided a copy of your complaint to the school district. (Section 4).
- ☐ You have sent your complaint in time for it to be received by the school district and the Department no later than ONE YEAR after the last act or event of which you are complaining (Section 3.c.).

Mail, fax, or email your complaint to:

Louisiana Department of Education
Attn: Legal Division
1201 North 3rd Street
Baton Rouge, LA 70802
Fax: (225) 342-1197
Email: DisputeResolution.DOE@la.gov

A copy of your request for formal complaint investigation must also be sent to the special education director or superintendent of the school district about which you are complaining.

Request for Special Education Mediation

You may choose to not use this form to request assistance in mediating the dispute(s) between parties. However, this form is designed to assist the Louisiana Department of Education in arranging the mediation session(s).

1. Student Information

Name: _____ Date of Birth: ____/____/____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Name of campus student attends/attended: _____

2. Requestor Information

The requestor is the parent/legal guardian or school official requesting mediation.

Requestor Name: _____ Relationship to student: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Fax number: _____ Email address: _____

3. Signature(s)

Signature of Requestor: _____ Date: ____/____/____

Mail, fax, or email your complaint to:

Louisiana Department of Education
Attn: Legal Division
1201 North 3rd Street
Baton Rouge, LA 70802
Fax: (225) 342-1197
Email: DisputeResolution.DOE@la.gov

The Department will contact the other party to determine if they are willing to participate in mediation. If the other party agrees to participate, you will be contacted to schedule and arrange the mediation session(s). However, if the other party refuses to participate, the Department will notify you and inform you that the other party has refused to participate in mediation.

4. Notification of Due Process Hearing Request

By federal regulation, you must send a copy of the request for a due process hearing to the school district. Indicate below when and to whom you sent the copy of the due process hearing request.

Date: ____/____/____

Special Education Director or
Superintendent

Address

Certified Mail Return Receipt Requested / Tracking # (if applicable)

5. Signature(s)

By federal regulation, you must sign the request for a due process hearing.

Signature of Requestor: _____ Date: ____/____/____

Checklist

Before mailing/faxing your request for a due process hearing, please make sure you have completed the items listed below.

- ☐ You have provided the student's name, contact information, and name of the school district the student attended/attends (Section 1, when requesting a due process hearing or a formal complaint investigation on behalf of one student).
- ☐ You have provided your name, address, and contact information where you can be reached (Section 2).
- ☐ You have provided detailed information about when, where, and how the alleged violation took place (Section 3).
- ☐ You have provided a proposed solution to the problem (optional) (Section 3.e.).
- ☐ You have signed your due process hearing request (Section 5).
- ☐ You have provided a copy of your hearing request to the school district or opposing party. (Section 4).
- ☐ You have sent your due process hearing request in time for it to be received by the school district and the Louisiana Department of Education no later than ONE YEAR after the last act or event of which you are complaining (Section 3.c.).

Mail, fax, or email your due process hearing request to:

Louisiana Department of Education

Attn: Legal Division
1201 North 3rd Street

Baton Rouge, LA 70802

Fax: (225) 342-1197

Email: DisputeResolution.DOE@la.gov

A copy of your request for a due process hearing must also be sent to the special education director or superintendent of the school district about which you are complaining.

REQUEST FOR SPECIAL EDUCATION DUE PROCESS HEARING

You may choose not to use this form to officially request a due process hearing; however, the law requires that due process hearing requests must include the information contained on this form. A checklist for you to use before mailing/faxing the completed form is on the last page of this form. All due process hearing requests must be signed.

Whether you decide to use this form or prepare your own hearing request, you are required by federal law and state regulations to send a copy of your request to the school district or opposing party.

1. Student Information

Name: _____ Date of Birth: ____/____/____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Name of campus student attends/attended: _____

2. Requestor Information

Requestor Name: _____ Relationship to student: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone number: _____ Alternate phone number: _____
Fax number: _____ Email address: _____

3. Violation Information

Your due process hearing request must allege a violation of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, and/or La. Bulletin 1706. The alleged violation must have occurred not more than one year prior to the date the request is received by the school district.

Attach pages with additional information or allegations as needed. (Additional pages attached ☐)

- a. What is the alleged violation? (Describe the nature of the problem.)
- b. What are the facts on which the allegation is based?
- c. What are significant dates and events that may be relevant to this allegation?
- d. If you have a proposal for how the issue stated in (a) could be resolved, please describe your proposal.
- e. What documents supporting the facts should be reviewed by the Department regarding this allegation? (Optional)

4. Notification for Complaint Investigation

By federal regulation, you must send a copy of the request for complaint investigation to the school district. Indicate below when and to whom you sent the copy of the complaint letter.

Date: ____/____/____

Special Education Director or
Superintendent

Address

Certified Mail Return Receipt Requested / Tracking # (if applicable)

5. Signature(s)

By federal regulation, you must sign the request for complaint investigation.

Requestor(s) Signature: _____ Date: ____/____/____

Checklist

Before mailing/faxing your request for a complaint investigation, please make sure you have completed the items listed below.

- ☐ You have provided the student's name, contact information, and name of the school district the student attends (Section 1, when requesting a due process hearing or a formal complaint investigation on behalf of one student).
- ☐ You have provided your name, address, and contact information where you can be reached (Section 2).
- ☐ You have provided detailed information about when, where, and how the alleged violation took place (Section 3).
- ☐ You have provided a proposed solution to the problem (optional) (Section 3.e.).
- ☐ You have signed your complaint (Section 5).
- ☐ You have provided a copy of your complaint to the school district. (Section 4).
- ☐ You have sent your complaint in time for it to be received by the school district and the Department no later than ONE YEAR after the last act or event of which you are complaining (Section 3.c.).

Mail, fax, or email your complaint to:

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