



NEBRASKA

DEPARTMENT OF EDUCATION

**NEBRASKA DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION
STATE COMPLAINT FORM**

MAIL TO:
Denise Wright, Complaint Investigator
Nebraska Department of Education
Office of Special Education
505A Broadway, Suite 500
Scottsbluff, NE 69361

Electronic Submission:
denise.wright@nebraska.gov

When submitting by e-mail, please sign the form and include as an attachment.

NAME OF COMPLAINANT _____

Address _____ City _____ State _____ Zip _____

(Area Code) Home

(Area Code)Work

(Area Code)Cell

School District _____ Building _____

Child's Name _____

State Complaint Procedures and what must be included (attached checklist).

Please provide a detailed explanation of the specific factors relating to the alleged violation(s) and any documentation you feel would help clarify the complaint issues. Attach additional sheets if needed. Complete the checklist to assure the complaint includes all necessary information/documentation. Checklist Part B is for children ages 3-21. Checklist Part C is for infants and toddlers (under 3 years of age)

Signature of Complainant

Date of Complaint



State Complaint Procedures Checklist- Part B

To be used when filing a complaint regarding issues arising out of the provision of a Free Appropriate Public Education (FAPE) under Part B of the Individuals with Disabilities Education Act (IDEA)

- ☐ A statement that the school district, approved cooperative or other public agency* has violated an applicable requirement of the federal IDEA Part B statute and regulations or the state administrative regulations (92 NAC 51);
- ☐ The facts on which the statement is based;
- ☐ The signature and contact information for the complainant; and

If alleging violations with respect to a specific child

- ☐ The name and address of the residence of the child;
 - ☐ The name of the school the child is attending;
 - ☐ In the case of a homeless child or youth within the meaning of section 725(2C) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), available contact information for the child, and the name of the school the child is attending;
 - ☐ A description of the nature of the problem of the child, including facts relating to the problem; and
 - ☐ A proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.
- ☐ The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.
 - ☐ The party filing the complaint must forward a copy of the complaint to the school district, approved cooperative or other public agency serving the child at the same time the party files the complaint with Nebraska Department of Education, Office of Special Education.

*Public agency includes the state education agency, local education agencies, educational service agencies, and any other political subdivisions of the state that are responsible for providing education to children with disabilities.



State Complaint Procedures Checklist – Part C

To be used when filing a complaint regarding issues arising out of the provision of Early Intervention Services (EIS) under Part C of the Individuals with Disabilities Education Act.

- ☐ A statement that the lead agency, public agency*, or EIS provider has violated a requirement of the Federal IDEA Part C statutes or regulations or the state administrative regulations for Part C;
- ☐ The facts on which the statement is based;
- ☐ The signature and contact information for the complainant; and

If alleging violations with respect to a specific child

- ☐ The name and address of the residence of the child;
 - ☐ The name of the EIS provider serving the child;
 - ☐ A description of the nature of the problem of the child, including facts relating to the problem; and
 - ☐ A proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.
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- ☐ The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.
 - ☐ The party filing the complaint must forward a copy of the complaint to the public agency or EIS provider serving the child at the same time the party files the complaint with the Nebraska Department of Education, Office of Special Education.

*Public agency means the lead agency and any other agency or political subdivision of the state.