COVID-19 Accommodation: At this time, due to COVID-19, the Kansas State Department of Education (KSDE) is temporarily allowing complainants to send complaints via email to formalcomplaints@ksde.org. Emailed complaints are filed when KSDE staff open the email. Complainants can still choose to mail or hand-deliver complaints instead.

Any parent of a child with an exceptionality, another individual, or agency or organization that believes a school district is not following state or federal laws or regulations related to the Individuals with Disabilities Education Act may file a formal complaint with the state department of education.

- A copy of the complaint must also be sent to the school district.
- The complaint must allege a violation of special education laws and regulations that occurred not more than one year before the date the complaint is filed.
- The complaint must be in writing, signed, and sent to Special Education & Title Services. The complaint must be mailed or personally delivered to the address at the bottom of this form. During KSDE COVID-19 restrictions, complaints may instead be emailed to formalcomplaints@ksde.org.
- Any document submitted by either the school district or parents will be available to the other party, upon request.

Your request for a formal complaint investigation must include the following information:

1. **The name, address, phone number and email of the person filing the formal complaint.**

   Name
   
   Address
   
   City/State/Zip
   
   Telephone   Email:

2. **The name of the school the child is attending. Additional information regarding the USD number, address, and telephone number of the school where the child is attending is optional, but would be helpful in identifying responsible parties.**

   Name of School   USD No.
   
   School Address
   
   (not required)
3. If the alleged violations concern a specific child, the name and home address of the involved child

Name of Child ___________________________________________ Disability ____________________ (not required)

Address ___________________________________________ contact information if the child is homeless

City/State/Zip ___________________________________________

4. State each of your concerns. You must include the facts that provide the basis of each concern. Such facts must include when and where the concern arose and who, or what circumstances, caused the concern. Also state, to the extent known, what you believe the school district should do to resolve each of your concerns. (Attach additional pages if needed.)

What is Concern #1?

________________________________________________________________________

What are the facts?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What do you believe should be done to resolve this concern?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you have additional concerns, please state: (a) each concern; (b) the facts that support each concern and (c) what you believe should be done to resolve the concern.

________________________________________________________________________

Signature ___________________________ Date ____________
NOTE: Federal regulations provide that the school district has the discretion of offering a proposal to resolve the concerns presented in a complaint or offering to participate in voluntary mediation with the complainant. If the parties agree to (a) mediate any of the concerns presented and (b) to extend the 60 day time line for completion of a complaint investigation, a mediator will be provided by the Kansas State Department of Education, at no expense to the parties.

Upon receipt of a written, signed complaint, the Formal Complaint Investigator will conduct an investigation and provide a written report of findings to the person or agency making the complaint and to the school district. If a violation is confirmed, the report will contain corrective actions and timelines to be followed by the school. The formal complaint report is final, unless one of the parties appeals the report. Either party may appeal the report by filing a written notice of appeal with the Kansas Commissioner of Education ATTN: Special Education & Title Services Team (SETS) (Commissioner’s designee) within 10 days of the date of the report. The notice of appeal is filed on the day it is received in the SETS office.

The formal complaint must be signed and mailed or personally delivered to:

Formal Complaint Investigator
KS State Dept. of Education
Special Education & Title Services
900 SW Jackson St. Suite 602
Topeka, KS 66612

At this time, due to COVID-19, complainants are temporarily permitted to email formal complaints to formalcomplaints@ksde.org. Emailed complaints are filed when KSDE staff open the email. Complainants can still choose to mail or hand-deliver complaints instead.