



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
www.usd232.org

KANSAS STATE DEPARTMENT OF EDUCATION EMERGENCY SAFETY INTERVENTION ADMINISTRATIVE REVIEW PROCESS (Information provided by the Kansas State Department of Education)

Any parent who filed a written complaint with a local board of education (local board) regarding the use of emergency safety intervention may request administrative review by the Kansas State Board of Education (State Board).

- The written complaint to the local board must have alleged that emergency safety intervention was used in violation of emergency safety intervention law, K.S.A 2016 Supp. 72-89d01 to -09 and K.A.R. 91-42-1 to -7.
- The written complaint to the local board must have been filed within 30 days from the parent being informed of the use of emergency safety intervention.
- The request for administrative review must be legibly written or typed, signed, and sent to the Kansas State Department of Education (KSDE) within 30 days from the date a final decision is issued pursuant to the local dispute resolution process or, if a final decision is not issued, within 60 days from the date a written complaint was filed with the local board.
- The hearing officer will forward a copy of this request for administrative review to the clerk of the local board from who the administrative review is sought.
- The request for administrative review must include the following information:
 - The name and relevant contact information of the parent filing the request for administrative review.
 - 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.
 - The name and relevant contact information of the involved child.
- Please go to the website below to obtain the *Kansas State Department of Education Emergency Safety Intervention Administrative Review Request Form* to submit.

<http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Kansas-Integrated-Accountability-System/Emergency-Safety-Interventions>