

Delaware Department of Education
Exceptional Children Resources
John G. Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901
Phone: (302) 735-4210
Fax: (302) 739-4654
<https://education.delaware.gov/>

**SPECIAL EDUCATION
STATE COMPLAINT FORM**

The Delaware Department of Education (Department) provides this Special Education State Complaint Form in accordance with the Individuals with Disabilities Education Act (IDEA), and federal and state regulations. Persons or organizations who wish to file a state complaint may, but are not required to use this form. Note, all information requested by this form must be provided to the Department before an investigation can proceed, except for the areas noted as optional. You may use additional sheets as needed and attach relevant documents to support your allegations. For additional information on filing a state complaint, please see the Department's Special Education State Complaint Procedures on the Department's website at: www.doe.k12.de.us or contact (302) 735-4210. You may also refer to the Department regulations concerning state complaints found at 14 DE Admin Code §§ 923.51.0 through 53.0 and federal regulations at 34 C.F.R. §§ 300.151 through 153.

(1) Name of Person or Organization Filing the Complaint:

Address:

Telephone Numbers:

Email:

Relationship to Student (check one):

Parent/Guardian Advocate Other _____

(2) Student Information, if Alleging a Violation with Respect to a Specific Student:

Student's Name: _____

Address: _____

School the Student is Attending: _____

(Note: In the case of a homeless child or youth, please provide any available contact information for the child).

Provide a description of the nature of the problem, including facts relating to the problem:

Provide a proposed resolution of the problem (to the extent known and available to you):

(4) Signature of Person or Organization Filing the State Complaint:

(Signature)

(Date)

**TO FILE YOUR STATE COMPLAINT, SEND IT BY U.S. MAIL, HAND-DELIVERY,
FAX, OR E-MAIL TO:**

Director
Exceptional Children Resources
Delaware Department of Education
John G. Townsend Building
401 Federal Street, Suite 2
Dover, Delaware 19901
Fax: (302) 739-4654
E-mail: dispute.resolution@doe.k12.de.us

The Department accepts state complaints by E-mail.

Important Note:

You must also send a copy of the complaint to the school district, charter school, or other public agency serving the student at the same time you file the complaint with the Department of Education.