

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/>

**DUE PROCESS COMPLAINT FORM  
AND REQUEST FOR DUE PROCESS HEARING**

The Delaware Department of Education (Department) provides this Due Process Complaint Form and Request for Due Process Hearing in accordance with the Individuals with Disabilities Education Act (IDEA), and federal and state regulations. *A due process complaint may be filed by a parent or public agency relating to: (1) the identification; (2) the evaluation; (3) the educational placement; and/or (4) the provision of a free appropriate public education to a child with a disability.* Parents or public agencies may, but are not required to use this form when filing a due process complaint. For additional information, please see the Department's Due Process Information Guide on the Department's website at: <https://education.delaware.gov/> or contact (302) 735-4210. You may also refer to the Department regulations concerning due process hearings at 14 DE Admin Code §§ 926.7.0 through 18.0 and federal regulations at 34 C.F.R. §§ 300.507 through 518.

**(1) Name of Parent or Public Agency Filing the Complaint:**

Address:

Telephone Numbers:

Email:

Relationship to Student (check one):

Parent/Guardian    Advocate    Other \_\_\_\_\_

**(2) Student Information:**

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).*

**(3) Is This a Request for an Expedited Due Process Hearing?**

Yes  No

A parent may file an expedited Due Process complaint when they disagree with any decision regarding a disciplinary placement or a manifestation determination, or a school district or charter school believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others.

If you selected Yes, above, describe why this due process complaint should be expedited:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) Provide a description of the nature of the problem, including facts relating to the problem:**

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