



**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION**

REQUEST FOR COMPLAINT INVESTIGATION

To: Director

Office of Special Education (OSE)

NJ Department of Education

P.O. Box 500

Trenton, NJ 08625-0500

Email: specialeducationcomplaints@doe.nj.gov

Phone: 609-376-9060

Fax: 609-984-8422

The OSE accepts complaint investigation requests by mail, fax and by email. To email, completed requests for complaint investigations can be emailed to specialeducationcomplaints@doe.nj.gov.

You may attach additional pages in PDF form to the email. Adobe Acrobat Reader is a document reader software that is available for free download at: <https://get.adobe.com/reader/>.

*Name of Complainant	*Address City, State, Zip Code	*Email
		*Primary Phone
		Alternate Phone
		Fax
Relationship to Student (If alleging a violation with respect to specific student(s)) Parent/Guardian Attorney Advocate Other	*Name of student (and/or specify the group of students affected by the alleged violation):	
	Student's Date of Birth	

*Items marked with an asterisk are required.

***If alleging a violation with respect to a specific student(s), provide the address of Student (if different from the complainant) If the student is homeless, please provide available contact information including the name of the school the child is attending:**

School District Responsible for the Student	County	*School the Student Attends
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1. Please check which statement applies

I am currently involved in, or have recently requested, a due process hearing. Agency Reference Number (if known) _____.

I have enclosed a copy of the request.

I am considering filing for a due process hearing. If I do file, I will send a copy of the request.

I am not planning on filing for a due process hearing.

Please note: Any issues contained in a request for a complaint investigation that are also the subject of a due process hearing may be set aside until the resolution of that dispute.

Please note: If the Administrative Law Judge makes a ruling on the issue(s), that ruling is binding.

***2. Briefly state each violation(s) of special education law or regulation that you believe occurred. If you choose to attach additional information or documentation, you must nevertheless summarize the alleged violation(s), as you see them.**

*Items marked with an asterisk are required.

<p>3. Specify the period of time or dates when the alleged violation(s) occurred</p> <hr/> <p>Please note: You have one year from the date of the alleged violation to submit your complaint.</p>	<p>4. Is/Are the alleged violation(s) continuing at present?</p> <p style="text-align: center;">Yes No</p>
<p>*5. Describe the relevant facts. If you are claiming that the school district has failed to implement the IEP, please include a copy of the entire IEP (attach if mailing /upload if submitting online). If you have other written documentation from the school district that you believe would assist in verifying the violation, please attach.</p>	
<p>*6. If you are alleging a violation with respect to a specific child, please describe how the issue(s) could be resolved, to the extent known and available to you at this time. If you are alleging a systemic violation, it is not required but might facilitate resolution to describe how the systemic violation(s) could be resolved. Attach additional pages as necessary.</p>	

*Items marked with an asterisk are required.

Please note: If you are alleging a violation with respect to specific student(s) or a specific school district/education agency, you are required to forward a copy of this complaint to the Superintendent of the school district/education agency of which the complaint is against, at the same time you have filed with the *Department of Education*. Please fill out below what is applicable:

<p>A copy of the complaint request was emailed.</p> <p>A copy of the complaint request was mailed.</p> <p>A copy of the complaint request was hand delivered.</p>	<p>*Name of Recipient:</p>
	<p>*Date Sent to Recipient:</p>
<p><i>Pursuant to New Jersey Administrative Code. 6A:14-9.2(b), a complaint cannot be processed until the Office of Special Education has been notified that a copy was provided to the appropriate education agency</i></p>	
<p>*Signature of Person(s) submitting request:</p>	<p>*Date:</p>

*Items marked with an asterisk are required.