Special Education State Complaint Form

Part C of IDEA and COMAR 13A.13.01.11 and .12

This is the State Complaint form that the Maryland State Department of Education’s Division of Special Education/Early Intervention Services (MSDE) has developed in accordance with State and federal requirements. While this form is not required for a complaint to be submitted, all information included on this form must be provided to MSDE and the Local Infants and Toddlers Program against which the allegations are made before an investigation can begin. Failure to provide the required information or to provide a copy of the complaint to the Local Infants and Toddlers Program may prevent or delay the resolution of the complaint.

Child Information, if alleging a violation with respect to a specific child:

Child’s Name: ___________________________ Date of Birth: _________________

Address: ____________________________________________

___________________________________________________________________________

City / State / Zip Code

In the case of a homeless child, please include any available contact information.

_____ Child is birth to age 3 with an Individualized Family Service Plan (IFSP).

_____ Child is age 3 to kindergarten age with an extended IFSP.

Local Infants and Toddlers Program currently providing services (if applicable):

___________________________________________________________________________

Local Infants and Toddlers Program against which the allegations are made (if different):

___________________________________________________________________________

If additional space is needed to answer any of the following questions, please use additional paper.

The following is a statement of the alleged violation(s) of IDEA and the facts upon which the statement is based. Please note that the alleged violation(s) must not have occurred more than one year prior to the date that the complaint is received.

___________________________________________________________________________

___________________________________________________________________________
Please include any documentation that you have that supports the allegation(s) to assist MSDE and the Local Infants and Toddlers Program to better understand the violation(s) being alleged.

Date(s) violation(s) occurred or duration of the violation: ____________________________

The following is a description of the nature of the child’s problem, including the facts relating to the problem:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

If the complaint is in regard to a specific child, please provide a proposed resolution or remedy to address the problem. Please note that this information must be provided in order for MSDE to initiate a State complaint investigation regarding a specific child.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Information about the person filing the complaint (“complainant”):

Complainant’s name: ____________________________

Relationship to child: ____________________________

Address, if different than the child’s:

______________________________________________________________

______________________________________________________________

City / State / Zip Code

Telephone number(s): ____________________________

Signature of Complainant: ____________________________ Date

Please note: If the complainant is not the parent of the child, as defined in IDEA and State law, a release of information, signed by the parent or legal guardian, must be provided to MSDE in order to share personally identifiable information about the child.

Complaints must be provided to both:

Marcella E. Franczkowski, M.S.
Assistant State Superintendent
Maryland State Department of Education
Division of Special Education/Early Intervention Services
200 West Baltimore Street
Baltimore, Maryland 21201

and

The Director of the Local Infants and Toddlers Program against which the complaint is being filed (see attached list of Local Infants and Toddlers Directors).