

North Carolina Department of Public Instruction Exceptional Children Division State Complaint Form				Submit the signed original to: Mary N. Watson, Director of EC Division NC Department of Public Instruction 6356 Mail Service Center Raleigh, NC 27699-6356
FOR NCDPI USE ONLY	Case No. & DRC:	Date Received:	Report Due:	The federal regulations require that you submit a copy of the signed original to: The Superintendent of your local school system, or if the public agency is a charter school, to the Administrator of the charter school.

This form has been developed to assist in filing a formal state complaint about possible violations of the IDEA, federal regulations, Article 9 of the NC General Statutes 115C, and/or the State *Policies*. This form is not required; however, all the information contained in this form is required. Failure to provide all information may delay the complaint investigation.

Name of Complainant:	Mailing Address:	Email Address:
Relationship to Student:	City, State, Zip Code:	
If complainant is someone other than the child's parent, he/she must submit contact information for the parent and parental consent to release confidential information. If the EC Division does not receive the signed parental consent, the Division cannot send the investigation report to the complainant.	Home Telephone:	Public Agency (local school system, charter school, state operated program, etc.)
	Cell Phone:	
Name of Student:	School Student Attends:	
Student's Area of Disability:	School Student Attended When Alleged Violation(s) Occurred if Different from Current School:	
Student's Address, if Different from Parent's (In case of homeless youth, provide contact information):		
Complaint and Supporting Facts: Write a statement about the violation(s) of the IDEA, federal regulations, Article 9 of GS 115C, or NC <i>Policies Governing Services for Children with Disabilities</i> that occurred. Write the facts on which the above statement is based. Describe the nature of the problem of the child, including specific facts relating to the problem.		
Proposed Solution: Describe a proposed resolution of the problem to the extent known and available to you at this time.		
Early Resolution: A complaint investigation takes up to 60 days. You may work with the public agency to resolve the complaint at the local level. If both parties agree to mediation, the EC Division can appoint an impartial mediator to assist with resolving the complaint. A mediation request form will be sent upon receipt of the formal complaint.		
Signature of Complainant (Required): Please attach any other information and supporting documents, e.g. a copy of the student's current IEP and results of the most recent evaluation.	Date:	