

**REQUEST TO FILE A STATE COMPLAINT ALLEGING VIOLATION OF  
IDEA 2004 AND CORRESPONDING STATE AND FEDERAL REGULATIONS**

The OSDE's complaint procedures can be obtained by request (at 405-521-3351), can be found on our website at <http://sde.ok.gov/sde/special-education>, and can be found in the [Oklahoma Special Education Handbook](#) (Chapter 13, Section 4). IDEA regulations for State Complaint Procedures may be found at [34 CFR §300.151-153](#). Parents and schools are encouraged to utilize mediation to resolve special education disputes. Such participation is voluntary. Please contact the OSDE at (405) 521-3351 for further information.

The complaint must include—

- 1) Current date;
- 2) The name, address, and telephone number of the person making the complaint (or available contact information);
- 3) The signature of the person making the complaint;
- 4) If alleging violations regarding a specific student, the name and address of the student involved (or available contact information in the case of a homeless student or family);
- 5) The school and LEA or other education agency that is the subject of the complaint;
- 6) One or more statements (allegations) that the LEA has violated one or more requirements of IDEA Part B;
- 7) The facts and/or a description of the events that support each allegation; and
- 8) Proposed resolution of the problem or the relief sought to the extent known and available to the party at the time.
- 9) The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.

Please fill out the form on the following pages (and attach additional pages if necessary). This form is optional. The OSDE will accept a complaint received by mail, fax or hand delivery. Complainants may submit their concerns (meeting the above requirements) to the OSDE at the address below. The complainant must forward a copy of the complaint to the LEA or public agency serving the child at the same time the complaint is filed with the OSDE.

The OSDE will notify the complainant if his or her submission is insufficient and request additional information.

Oklahoma State Department of Education  
Special Education Services, Suite 412  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105  
Phone (405) 521-3351  
Fax (405) 522-3503



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION SERVICES DIVISION

NAME (Complainant)	
STUDENT NAME	
DATE	
PHONE NUMBER	
ADDRESS	
STUDENT ADDRESS (if different)	
STUDENT GRADE	
STUDENT BIRTHDATE	
DISTRICT	
SCHOOL	
SCHOOL ADDRESS	
RELATIONSHIP TO STUDENT (select one)	PARENT
	ADVOCATE
	ATTORNEY
	OTHER:

**A. Statement of the violation:**

*You do not have to know specifically what law was violated, but you must explain what you believe the school has done wrong, e.g. "The teachers are not following my child's IEP."*

**B. Facts upon which the allegation is based:**

*Describe what actually happened to lead you to believe the school has violated the law, for example, "My child's IEP says he will be seated in the front of the classroom, but when I visited his class yesterday, he was seated in the back of the classroom."*

**C. Proposed Resolution:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_