

**Dispute Resolution Request Form
SYSTEMIC COMPLAINT INVESTIGATION REQUEST**

**To: Due Process Office
Special Services Team, Maine Department of Education
23 State House Station
Augusta, ME 04333-0023**

Date of Receipt by DOE:

I. Contact Information for Individual Requesting Systemic Complaint Investigation:

Name: _____
Address: _____ **City:** _____ **Zip:** _____
E-mail address: _____
Telephone: Home: _____ **Work:** _____ **Cell:** _____ **Fax:** _____

II. School District or CDS Site where alleged systemic violation has occurred or is occurring:

III. Please describe the policy, practice, or procedure that you believe: a) is, or has resulted in, a violation of Part B or Part C of IDEA or Chapter 101, MUSER; and b) is, or has the potential to be, applicable to a group of students, named or unnamed. Attach additional pages as needed.

IV. Please specify the facts upon which the above statement is based. If you choose to provide the names of children, please also provide the full names, addresses, and contact information for their parents. Attach additional pages as needed.

V. How would you like this situation to be resolved? Attach additional pages as needed.

VI. To your knowledge, has the school district or CDS site taken any action to correct the alleged violation?

Attach additional pages as needed.

VII. Notifications:

Did you notify the District/CDS of this problem? _____ Yes _____ No

Person notified: _____ **Date Notified:** ____/____/____

How you notified the District/CDS: _____

Date you sent a copy of this completed form (this is a requirement) to your school superintendent/CDS board chair or regional site director: ____/____/____

VIII. Signature of individual submitting request:

_____ **Date:** ____/____/____

For additional information or assistance, you may wish to contact:

- **The superintendent or special education director of the school district, or CDS site board chair or regional CDS site director**
- **The Maine Department of Education, Due Process Office – Voice (207) 624-6644; TTY: 888-577-6690; Fax: (207) 624-6641 e-mail: patricia.neumeyer@maine.gov.**
- **The Maine Parent Federation (MPF) 1-800-870-7746**

The Maine Department of Education provides equal opportunity in its programs and services. If you need accommodations, please contact the Due Process Office Associate, Pat Neumeyer, at (207) 624-6644, TTY: (888) 577-6690, or e-mail patricia.neumeyer@maine.gov.

05/19/09