



IDEA STATE COMPLAINT FORM

Under the Individuals with Disabilities Education Act (IDEA) Part B and
The Utah State Board of Education Special Education Rules, IV.G.

Basic Information

Student Name	Student Grade
School District/Charter School	Student Date of Birth
School Student Attends	Parent/Guardian Name(s)
Student Address	Parent/Guardian Phone
Parent/Guardian Address (if different than student's)	Parent/Guardian Email

If you believe that a district or public charter school has violated a requirement of federal and/or State special education laws or regulations, you may file a complaint with the Utah State Board of Education (USBE). This form has been designed to assist you in filing a complaint. You are not required to use this form; however, failure to provide required information may delay the complaint investigation.

The alleged violation must have occurred within one year of the date that the USBE receives the complaint.

A State complaint may be filed by any party, including an organization or an individual from another state.

A State complaint investigation takes up to 60 days. You may work with the school to resolve the complaint at the local level. Parents and schools are encouraged to utilize mediation to resolve special education disputes. Participation in mediation is voluntary. If both parties agree to mediation, the USBE can appoint an impartial mediator to assist in resolving the complaint. Please contact the USBE for further information.

Statement of Alleged Violation

How do you think the school district/charter school violated Part B of the IDEA or the USBE Special Education Rules? Describe the violation(s), including the date(s) the violation(s) occurred.

Statement of Facts

Provide facts that support the above statements. Describe the event(s), date(s), and document(s) that may support your allegations (attach additional pages if necessary).

Proposed Resolution

Describe a proposed resolution to the problem.

Additional Information

To assist in investigating this complaint, please supply the following optional information:

Has the student been referred for special education? Yes No

Was the student ever identified for special education? Yes No

Does the student have an individualized education program (IEP)? Yes No

Complainant Information

Name of Party Filing Complaint (please print)	Relationship to Student
Phone Number	Address
Email Address	

If the party filing the complaint (i.e., complainant) is someone other than the student’s parent, he/she must submit contact information for the parent and parental consent to release confidential information. If the USBE does not receive signed parental consent, it cannot communicate with the complainant regarding the investigation or send the final investigation report to the complainant.

Complainant Signature _____ Date _____

Filing Instructions

Submit a copy of this complaint and any attachments to the School District Superintendent or Charter School Director/Principal.

A copy of this complaint and all attachments must also be mailed, faxed, or delivered to:
State Director of Special Education
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200
Fax: (801) 538-7991